



# *Funds Request & Travel Rationale Form*

\_\_\_\_\_  
Date of Request

Club / Organization Name \_\_\_\_\_

Club Advisor \_\_\_\_\_ Phone \_\_\_\_\_ Room \_\_\_\_\_

Event \_\_\_\_\_

Date(s) \_\_\_\_\_

Location \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Rationale for Attendance: \_\_\_\_\_

\_\_\_\_\_

Benefit to Organization:

\_\_\_\_\_

\_\_\_\_\_

Number of Students in Organization \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Club President

Date

\_\_\_\_\_  
Signature Advisor or Staff Chaperone

Date

\_\_\_\_\_  
Director of Student Life Approval

Date