

# Funds Request and Travel Rationale

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

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

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

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

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

Rationale for Attendance

Benefit to Organization

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

Number of Students Attending Event \_\_\_\_\_

Number of Chaperones Attending Event \_\_\_\_\_ *Attach Approved P-2 Form(s)*

\_\_\_\_\_  
Club Advisor or Lead Faculty/Staff Chaperone      Date

\_\_\_\_\_  
Department Supervisor      Date

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