



# Spokane Community College

## STUDENT ACTIVITIES CLUB TRAVEL REQUEST

**This completed document with attachments must be returned to the student activities office a minimum of three weeks prior to your scheduled departure date.**

Club name \_\_\_\_\_

Name of meeting/conference \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Date and time of departure \_\_\_\_\_ Date and time of return \_\_\_\_\_

How do you intend to pay for this travel? \_\_\_\_\_

**NAME(S) OF ALL TRAVELER(S)**

**SID(S) OF ALL TRAVELER(S)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have verified that all students traveling:

- are currently enrolled at SCC taking a minimum of 10 credits
- have a cumulative GPA of at least 2.0

If a student(s) does not meet the requirements, you must submit a written justification to the appropriate budget authority.

**MODE OF TRANSPORTATION (check all that apply):**

- fleet vehicle     airline     rental car     other

If using a fleet vehicle, which type of vehicle do you prefer:     van     car     truck

Please list authorized driver(s) of fleet vehicle:

**Name**

**Driver's license number**

_____	_____
_____	_____

**You must attach a copy of the following for travel documents to be completed:**

1. Meeting agenda
2. Meeting registration forms with payment instructions
3. Lodging information (if applicable)