Center for Diversity and Inclusion
Student Organization Travel Form

This document should be submitted to your advisor for review and a signature before submitting to the Center for Diversity and Inclusion’s Administrative Staff. CDI Staff needs at least four (4) weeks prior to the travel date to process paperwork (if not earlier).

Name of Student Organization:

______________________________________________________________

Contact Person: __________________________ Date: __________________________

Email: __________________________ Phone: __________________________

Conference Title: ______________________________________________________

Date of Conference: ____________________________________________________

Destination (City and State): ____________________________________________

Conference/Registration Fees:                                                   Total

<table>
<thead>
<tr>
<th>Cost per person</th>
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<tr>
<th>Number of attendees</th>
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Lodging:

<table>
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<tr>
<th>Hotel name/address/phone number</th>
<th>Room rate</th>
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<tbody>
<tr>
<td>Check-in date</td>
<td>Check-out date</td>
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<tr>
<td>Number of rooms requested *</td>
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* Please attach a rooming list with the names of all members attending the conference (if applicable).
Transportation Options:

**Michigan Tech vehicles only – available through Husky Motors**
(if checking out a vehicle you will need to show your driver’s license)

_____ Car

_____ Mini Van (can comfortably accommodate 6-8 passengers)

_____ Passenger Van (if traveling over 100 miles only 12 passengers are permitted; please note that driver/s are required to take the van certification test before checking out a passenger van)

Date & time when you will pick up vehicle _________________________________

Date & time when you will return vehicle _________________________________

For details on Husky Motors and van certification, go to:
http://www.mtu.edu/facilities/husky-motors/rentals/

If needed, Karen Wade or Karen Patterson will make your van certification reservation request.

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**Airfare:** Karen W./Karen P. will book your airline tickets through the local travel agent. (FYI -the travel agent charges a $30 processing fee per ticket.) You are not permitted to book your own airline tickets.

If requesting airline tickets, it is required that you provide the traveler’s name (as shown on driver’s license or state id) and birthdate. Please list below:

Name: __________________________________________________________________

Birthdate: ______________________________

Name: __________________________________________________________________

Birthdate: ______________________________

Name: __________________________________________________________________

Birthdate: ______________________________
Airfare (continued):  Karen W./Karen P. will book your airline tickets through the local travel agent. (FYI -the travel agent charges a $30 processing fee per ticket.)  You are not permitted to book your own airline tickets

If requesting airline tickets, it is required that you provide the traveler’s name (as shown on driver’s license or state id) and birthdate.  Please list below:

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Additional pages may be attached if needed

R:\Student Organizations\Student Org Travel Form – rev 8-31-12.docx
Total Amount Requested (from CDI Account):  

Additional notes/comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Approval:

Advisor’s Signature

__________________________________________________________________________  Date _____________________________________________________________________