

Student Travel Form

You must follow the student travel guidelines in the [Student Organization Handbook \(PDF\)](#). You must be in good academic and disciplinary standing. All student travel must be approved by the Office of Student Services. **Your travel form must be submitted at least 2 weeks prior to the meeting/conference start date.** Please submit your forms and/or questions to Janelle Palomares, Student Affairs Coordinator, at jpalomares@pacific.edu / 415.929.6462 / Workstation 4A-19.

First and Last Name: _____

Student ID# (Number on badge): _____

Title of Meeting/Conference: _____

Location of Meeting/Conference: _____ Domestic: International:

Means of Transportation: Airplane: Private Car: Rideshare/Taxi: Rental Car*: Public Transportation:

Other (please specify): _____

If travel is by private car or rental car, list driver(s): _____

**If using a rental car, Risk Management requires you purchase full insurance coverage with the rental car company.*

Role at the Meeting/Conference: Attendee: Presenter**: Speaker Host: Room Host: Poster:

Other (please specify): _____

Are you attending the meeting on behalf of a student organization (ie. ASDA, ADEA, CDA)? Yes No

If yes, please specify the student organization: _____

Date(s) of your Meeting/Conference: _____

**If presenting, please specify date(s) and time(s) of presentation: _____

**Name of Presentation: _____

Last Day at School: _____ Date of Return to School: _____

Are you missing days from school (not including weekends): Yes No If yes, how many: _____

If you will be absent from school, it is your responsibility to complete a [Discretionary Day Form](#) and submit it to the Office of Academic Affairs. Not doing so will result in an unexcused absence. Please refer to [Notification of Use of Discretionary Day\(s\)](#).

Expense Reimbursement

University policy for allowable expenses will be applied. You must present an original receipt to be reimbursed. Itemized receipts are required. If paid by credit card, a copy of the sales receipt must be included with the itemized receipt. Follow the instructions on the [Student Organization Handbook \(PDF\)](#) under Travel Protocols and Guidelines.

Will you need reimbursement: Yes No If yes, University reimbursement requested: Partial Full Allowable

List index to be charged (internal office only): _____

Will you be paid an honorarium: Yes No Will your expenses be reimbursed by a non-University source: Yes No

Student Signature: _____ Date: _____

Submit completed form to Janelle Palomares, Student Affairs Coordinator, at jpalomares@pacific.edu / Workstation 4A-19.

Internal Office Only:

Authorized Dugoni Official: _____ Date: _____

Dean: _____ Date: _____

Approval of the Dean is not required when traveling within fifty miles of San Francisco or when traveling to the Stockton Campus, unless the Dean is the employee's supervisor. Attach copy of approved form to reimbursement requests or procard payments.