

RCHSS Student Travel Request Form

Please fill out the complete form and submit to your Department's Office Manager.

Funding to cover student travel is only allowable for presenting official research or an academic project, accepting a documented award, or competing in a documented competition while an active KSU student.

***Required: A program or itinerary that lists your name along with Kennesaw State University.**

Name: _____

Department: _____

Travel Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Trip: _____

Full Name of Event: _____

Traveler's Signature: _____

Traveler's Email: _____

Estimated Travel Expenses:

Amount

Airfare: _____

Mileage: _____

Hotel: _____

Per Diem: _____

Registration: _____

MISC (Ground Transportation, Parking, etc.): _____

*Program Attached: _____

Total _____

Department Use Only

Speed Chart: _____ Amount Approved: _____ Date: _____

Dept. Head Signature _____

Once form is completed, please submit to your Business Operations Specialist for review prior to incurring any expenses.