



CLUB/ORGANIZATION TRAVEL REQUEST

Name of Student Club/Org _____

Name of Event _____

Travel Dates _____ Travel Location _____

Student Travel Procedure

In accordance with the established NHCC Student Life Financial Procedures, travel requests must be submitted to Student Life no later than 3 weeks prior to departure date. The student club/org advisors and the Director of Student Life must authorize any travel for students who travel off-campus to conduct NHCC student club/org business. **Students are not to make any arrangements for travel, lodging, or meeting/conferences. The advisors or the Office of Student Life will make all travel arrangements.**

Students will be held liable for all costs if students make their own travel arrangements and/or fail to attend all or part of the event.

The NHCC Student Code of Conduct will be in effect.

Funding must be approved in advance by the Student Senate, if funds are not already in the club/organization's budget.

Please obtain a copy of the Student Life Financial Procedures for detailed information regarding In-State and Out-of-State travel, reimbursements, meal allowances, etc. The procedures can be obtained from the Office of Student Life or from the College's Student Life webpage.

I, _____, have read the above and understand that I am responsible for all travel costs associated with the conference including conference fees for which I am registered should I cancel or not attend the conference, or travel to the conference and do not participate in the workshops and/or presentations. In addition,

I understand that the NHCC Student Code of Conduct will be in effect during the entire time for which I am in travel and conference status.

All expense reimbursements for mileage will require documentation to support the mileage claimed. A Google Maps printout is acceptable documentation or the use of reliable internet mapping tools. This documentation must be submitted with your expense report.

Student Printed Name

Date

Advisor Signature

Date

Director of Student Life Signature

Date