MOUNTAIN EMPIRE COMMUNITY COLLEGE
Sponsor/Advisor Request for Student Travel

__Professional Meeting
__ Field Trip
__Other ____

Check Appropriate Activity Category:
__Student Engagement
__Student Wellness
__Global Awareness & Diversity
__Civic Responsibilities
__Service Learning
__Environmental "Green" Initiatives
__Student Leadership & Recognition
__Transition, Transfer, & Careers

Club Requesting Permission _____
Purpose of Meeting/Trip _____
Location of Meeting _____
Please give the following if applicable:
Lodging Name _____
Lodging Address_____
Lodging Phone Number (_____) _____
Dates of Meeting _____

Estimated Expenses Are:

Room _____
Meals _____
Miles to Meeting _____
Travel:
State Auto _____
Personal Auto _____
Airline _____

Other _____
Total: _____

Responsibility for Expenses:
_____ Club _____ Individual

Students Attending:

Student Name	Student ID or S.S.#
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____
Signature of Chaperon Date

_____ _____
Signature of Chaperon Date

The Above Request is:
( ) Approved as Requested ( ) Disapproved ( ) Approved with the following: conditions

Comments or Conditions:
_____
_____

_____ _____
Director of Student Services Date