Cowley College

Student Travel Authorization

Allow time for publication at least one week in advance of the trip. Students should contact instructors and make arrangements for any coursework they may miss. Names of students on the list who do not attend the trip should be given to the Academic Affairs Office.

Personnel/Group Traveling		**Instructor/ Activity Sponsor**		**Class Dismissal Time:**	
Destination		**Date/Time of Departure:**		**Date/Time of Return:**	
Purpose of Travel				**Travel Request # (School Dude)**	

Student Name/ID	Emergency Contact Name	Emergency Contact Phone #

*Make additional copies of student list as necessary.

Approval check:

☐ Supervisor or Dept. Chair or Athletic Director: _____ Date: _____

☐ VP Academic Affairs or Outreach Coord: _____ Date: _____

Student Name/ID	Emergency Contact Name	Emergency Contact Phone #

Revised May 2023

AP 131.00 REIMBURSEMENT FOR TRAVEL