

Cowley College

Employee/Student Travel Request Form

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: _____