

University Student Travel Authorization Form

This form is required for any academic-related student travel and must be approved prior to departure. It ensures compliance with university policies and assists in maintaining safety and accountability.

Student Information

Full Name:

Student ID Number:

Program / Department:

Email Address:

Contact Number:

Travel Details

Destination(s):

Travel Dates (Start - End):

 YYYY-MM-DD to YYYY-MM-DD

Purpose of Travel:

Faculty Advisor / Supervisor:

Emergency Contact Information

Emergency Contact Name:

Relationship:

Emergency Phone Number:

Travel Funding (if applicable)

Funding Source:

Amount Requested/Approved:



I confirm that I have read and agree to comply with all university travel policies and guidelines.

Student Signature:

Date:

Faculty Advisor/Supervisor Signature:

Date:

Submit