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**STUDENT LIFE TRAVEL PACKAGE**
Padrón Campus

Club/Organization Name

Event/Travel

Date(s)

Location

**Clubs & Organizations OR Conferences Funded by Student Life**

Signature Pathway

\_\_Student Life Director (Room 6018)

**\_\_** Dean of Faculty\* (Room 1308)

\*If chaperone reports to Academic Affairs i.e., Club Advisor

\_\_**Dean of Students** (Room 1308)

**\_\_Senior Director of Campus Administration** (Room 6153)

**\_\_Campus President** (Room 6153)

***\*Please return completed packet to Student Life\****

Please check once signed. Thank you.

**Package Content**

\_\_Request for Leave of Absence and Reimbursement Form (P-2)

\_\_Travel Advance and Expenses for Student Services Monies Form (T-form)

\_\_Student Life Packet with Meal Money Form & Agreement for Off-Campus College Activity

\_\_Attachments: Reservations (Lodging, Transportation), Agenda, Registration etc.