

# Senior Project Travel Proposal

**Project Name:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

**Specific Reason for travel:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Travel Dates:**    **Depart on:** \_\_\_\_\_    **Return on:** \_\_\_\_\_

**Names of Students Traveling:** \_\_\_\_\_    **Faculty member traveling with students?**    **Yes**    **No**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Faculty will submit a separate estimate of their own expenses.**

**Email:** \_\_\_\_\_

**Itemized Estimated Expenses: (include both student and faculty expenses )**

**Transportation (circle one):**    **plane**    **train**    **auto**

**Hotel:** \_\_\_\_\_    **Number of rooms needed:** \_\_\_\_\_

**Food\*:** \_\_\_\_\_

**Registration:** \_\_\_\_\_

**Other:** \_\_\_\_\_    **(attach explanation)**

**Total:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Faculty Advisor Approval:** \_\_\_\_\_

**Dean Approval:** \_\_\_\_\_

**\*Food allowance of \$15/day per student is allowed for overnight trips only.**