USG Travel Request

Student Organization: _____ 2-Account Number: _____

President: _____ Phone: _____ E-Mail: _____

Treasurer: _____ Phone: _____ E-Mail: _____

Adviser: _____ Adviser's Signature: _____

Purpose of Trip: _____

_____

_____

Date of Trip: _____ Location of Trip: _____

Total Amount Requested: _____

Please itemize your request by natural account code (transportation–7532, lodging–7536, registration–7536, and number of participants attending):

_____

_____

_____

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Please submit thirteen copies of this form, along with thirteen copies of the brochure and registration form from the convention/conference to the USG Office, Central Building.