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## **Travel Request Form**

**Important:** For day trips, travel form is due 2 weeks before departure. For overnight trips travel form is due 4 weeks before departure. All trips out of the country must be done through the official travel agency of NCC and approved by the finance office. Failure to provide the requested documents and information might result in cancelation of the trip.

Attachments Required:  List of participants  Quote/ Invoice  Payment Request Form	<ul><li>□ Travel waivers</li><li>□ Authorized Minutes</li><li>□ Promotional Materials</li></ul>
Club sponsoring the event:	
Primary Population(s) to be served:   Club Members  How will the NCC Student Body benefit from this trip?	
Amount your club is contributing: From Allocated Account: \$ From Revenue Account: \$ Is there any other club or program providing funding for the trip? Yes No  If yes: Club or program providing funding amount provided: \$ (Please provide minutes and from club providing the funding and add account & org numbers in your purchase request)	
Is there a charge for participants?	vities office before the deadline) IRG siness office into the revenue account of the club.
Applicants Name: Club Title: Email:	
Applicant:date://	Advisor:date://
FOR OFF	FICE USE ONLY
Date Received:/	☐ Denied ☐ Approved