**Student Travel Agreement**

**Student Traveling (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part A:** As a condition of this travel advance agreement, I agree to provide my expense receipts no later than 15 days from the date of return travel.
Should I require more than 15 days to fulfill the above obligation, I will obtain written approval from the Dean of Students for a maximum one-week extension and provide this to the Finance department before the expiration of the 15 day period.

**Part B:** I understand that each student is responsible for meeting the above obligation. I agree that if I fail to meet either the 15 day reporting requirement, and/or the additional one-week authorization, that the payroll department may deduct the full amount of the advance from my next paycheck or this amount will be added to my student account. I understand that until I fulfill my obligation outlined for this advance, another advance will not be approved.

**Part C:** Students failing to attend the trip scheduled for them will be responsible to pay the Institute in full the costs for their travel and other costs, if purchased in advance.

***Note: A Travel Advance includes; meal and lodging per diem, conference fees, and any type of transportation advance which includes – flights, public transportation and mileage.***

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**