

GROUP TRAVEL REQUEST FORM

Name of Group Leader _____ Title _____

Date(s) of Travel _____ through _____

Destination _____

Purpose of travel _____

Types of expenses anticipated (reasonable estimates are acceptable). Include agenda if available.

Transportation \$ _____ Lodging \$ _____ Entry Fees \$ _____ Meals \$ _____

Other (please provide detail) _____ Other amount \$ _____

Justification for why group leader status is being requested _____

Names and status of all group travelers (list must include Form applicant)

Name of Traveler	Status (Volunteer, Student, Club Member)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attach additional sheet with more names if necessary

Name of account to be charged: _____ Account # L- _____

Name of County Director _____

Approval Signature of County Director _____ Date _____

BOC-K Approval _____ Date _____