

GROUP TRAVEL REQUEST FORM

		Title through	
Purpose of travel			
Types of expenses anticipat	ed (reasonable est	timates are accepta	ble). Include agenda if available.
Transportation \$	_ Lodging \$	Entry Fees \$	Meals \$
Other (please provide detail)			Other amount \$
Justification for why group I	eader status is bei	ing requested	
Names and status of all gro	up travelers (list m	ust include Form ap	oplicant)
Name of Traveler		Status (Voluntee	r, Student, Club Member)
Attach additional sheet with	n more names if ne	ecessary	
Name of account to be charged:			Account # L
Name of County Director			
Approval Signature of County Director			Date
ROC-K Approval			Date