

STUDENT TRAVEL REQUEST FORM

STEP #1: Complete at Least 2 Weeks Before the Date of the Trip					
Student Name:					
Date Leaving:		Date Returning to Apt:			
Trip Purpose:					
Destination:					
Who You Are Going With:					
STEP #2: Approval Signatures *					
Independent Living Coordinator:					
Vocational Specialist (Work, Career class):					
University Inclusion Coordinator (Classes, tutorials):					
Activities Coordinator:					
STEP #3: Completed in Budget Workshop					
Budgeted Amount: \$ _____	Approved by Budget Workshop Staff: _____			Date Approved: ___/___/___	
STEP #4: With All Staff & Budget Approved – Buy Train, Bus or Airplane Tickets with Staff Support (if needed). <i>Copy of Travel Itinerary Must be Attached.</i>					
LEAVING FRESNO/PALAZZO					
Airline Name & Flight #:		Date:		Time:	
Automobile:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		Time:	
Train:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		Time:	
Bus:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		Time:	
RETURNING TO FRESNO/PALAZZO					
Airline Name & Flight #:		Date:		Time:	
Automobile:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		Time:	
Train:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		Time:	
Bus:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		Time:	
STEP #5: Submit to Case Manager for Final Approval					
Case Manager Signature:				Date:	
STEP #6: Student to Add Travel Plans to Google Calendar and Include What <i>Time</i> Leaving & What <i>Time</i> Returning to Palazzo					
Added to Google Calendar			Date:		
STEP #6: Case Manager Files this Request					

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* Travel plans for Spring Break, Thanksgiving, Holiday Break (Christmas & New Years), and July Summer Break, **DO NOT** require Step #2 - Approval Signatures.