

This form must be completed and submitted to Adam Messner **at least five weeks prior** to incurring any travel expenses. Any requests for reimbursement after travel is complete must be submitted on the Student Travel Expense Form within two weeks after completion of travel. This form must be completed if your travel is expected to be overnight and/or out-of-state. **Complete one form per trip.** Backup documentation must be provided, per EAF guidelines. Please review the School of Law's student organization and competition team travel policies at www.uakron.edu/law/students/studentorgs/student_travel.dot, as well as the University's travel policies at www.uakron.edu/busfin/controller/travel.php.

Organization Name _____ Date Prepared _____

Submitted by (Name) _____ E-mail _____

Reason for Travel _____

Destination _____

Departure Date _____ Return Date _____

Mode of Transportation [] Air [] Personal Vehicle [] Rental Vehicle [] Other _____

Name of Auto Insurance Company (if using personal vehicle) _____

Use the space below for comments and explanation of this trip. Be sure to explain how this trip advances the goals of your organization.

Important! To accommodate the **insurance and risk management policies** of the University, it is critical that your organization supply an accurate list of those persons participating in this trip.

Name	Name
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

If more than 10 individuals are participating, please attach additional sheets with names.

Important Travel Expense Policies:

- Air travel is approved only if location is at least 250 miles from The University of Akron.
- Mileage for use of personal vehicles is reimbursed at the current rate as set forth by the University Controller’s office (see www.uakron.edu/busfin/controller/travel.php)
- **EAF may not be used to cover meals.** Meal expenses are typically only covered for competition team travel. Student organizations may choose to use SAF to cover meal expenses, but this is rare.
- If traveling by rental or personal vehicle, please attach a copy of a valid driver’s license for all drivers.
- If traveling by personal vehicle, please attach a copy of auto insurance card (proof of insurance is required).

Expense Category	Est. Cost	Funding Source		
		EAF	SAF	Other
A. Transportation				
1. Personal Vehicle # Miles x current University reimbursement rate per mile				
2. Rental Car/Van				
3. Airfare				
4. Airport Limo or Taxi				
5. Gasoline (rental vehicle only)				
SUBTOTAL				
B. Registration (maximum of 5 paid from EAF)				
# _____ people x \$ _____ registration per person =				
C. Lodging				
\$ _____ cost per room x _____ nights x _____ rooms =				
D. Other (Parking, tolls, meals [if applicable], etc.)				
1.				
2.				
3.				
4.				
5.				
TOTAL EST. EXPENSES FOR THIS TRIP				

If “Other” Funding Sources are indicated above, describe the source (e.g., personal, external donation, Competition Teams Fund, etc.): _____

Advisor Signature: _____ Date _____

Approval Signature: _____ Date _____

Adam Messner, Assistant Director of Admissions

