

Student Travel Request

English Department

Use this request form for one trip only.
Attach relevant proof of participation to this form. Other forms are available in the main office.

Name: _____

WKU 800 ID Number: _____

- ☐ Graduate
- ☐ Undergraduate

Date submitted: _____

Travel Dates: _____ Times: _____

Departure: _____

Return: _____

Destination: _____
City State/Country

Conference Attending (Do NOT abbreviate): _____

Please fully describe your professional and/or function(s) at the conference or meeting for which you are requesting

funding. _____

Itemization of Expenses

	Rate
Airfare	
Car Rental	
Lodging	
Meals See Tomitha in CH135	
Registration	
Miscellaneous	

Department Funding: _____

Other Funding: _____

Mileage is ____ ¢ per mile

(see Tomitha for mileage tables)

Round Trip Miles at

____ ¢ * miles (____) = \$____

Total Travel Cost: \$_____