Kingsborough Community College
Office of Student Life
Phone: 718.368.5597 – Fax: 718.368.4801

REQUEST TO TRAVEL

All off campus travel must be approved by the Office of the President. The form below must be filled out completely. Completion of this form does not guarantee approval of off campus travel. Form must be submitted to C-123 at least 15 business days prior to travel date.

Club/Organization:_____

Name of individual completing form:_____**Position:**_____

Phone:_____**Email:**_____

Location of Trip:_____

Date(s):_____**Time:**_____

Est. Attendance Students:_____**Faculty/Staff:**_____

Purpose of Trip:_____

_____

Mode of Transportation:_____

Chaperones:_____

There must be (1) full-time KCC faculty/staff member on the trip for every (25) students.

Travel Costs

Source of Funds:_____

Transportation:_____**Admission:**_____

Registration: _____**Lodging:**_____

Food:_____**Other:**_____

Total Cost of Trip: _____**Cost Per Individual:**_____

Ticket Fee Per Person:_____

Students must contribute at least $10 towards the cost of his/her ticket or cover the "Cost Per Individual", whichever is less. Non-KCC students (including Faculty or Staff not serving as chaperones) attending the trip must pay the full "Cost Per Individual". If the "Cost Per Individual" is greater than $100, students are required to pay at least $10 or amount above $100, whichever is greater.

Additional Notes:_____

For Office Use Only:

Director of Student Life:_____**VP for Student Affairs:**_____

Approved:_____ **Denied:**_____ **Date:**_____

President:_____

Notes/Stipulations:_____

Approved applications must be attached to any and all paperwork for process of payment

Updated 9/27/11 MP