

COLLEGE OF SOUTHERN IDAHO
APPLICATION FOR PRIOR APPROVAL FOR TRAVEL

**THIS APPLICATION MUST BE SUBMITTED FOR ANY OVERNIGHT TRAVEL
 AND MUST BE APPROVED BY DEAN PRIOR TO MAKING TRAVEL ARRANGEMENTS OR RESERVATIONS**

NAME _____	NUMBER OF STUDENTS _____	
DEPT NAME _____	Fill out yellow sections if traveling with a club or organization.	
DESTINATION _____		
DATE OF TRIP FROM _____ TO _____		
PURPOSE OF TRIP _____		

ESTIMATES OF COSTS

TRANSPORTATION:	PRIVATE AUTO _____ MILES @ .535 CENTS PER MILE		\$ _____
	AIRFARE _____ ROUND-TRIP		\$ _____
	PUBLIC TYPE _____		\$ _____
	CSI VEHICLE _____		\$ _____
	CSI Vans=\$45/day+.45/mi. _____	CSI Cars=\$15/day+.30/mi. _____	
REGULAR MEALS	BREAKFAST(S) _____ @ \$9.00		\$ _____
	LUNCH(ES) _____ @ \$13.00		\$ _____
	DINNER(S) _____ @ \$23.00		\$ _____
BANQUETS	NUMBER _____		\$ _____
LODGING	NUMBER OF NIGHTS _____ @ \$ _____ PER NIGHT		\$ _____
REGISTRATION/OTHER	_____ @ \$ _____ PER INDIVIDUAL		\$ _____
DEPARTMENT CHARGED	FUND DEPT ACCOUNT PROJECT CODE	TOTAL ESTIMATED COSTS	\$ _____

			TRANSPORTATION \$ _____
			MEALS \$ _____
			LODGING \$ _____
			REGISTRATION \$ _____
CLUB/ORGANIZATION CHARGED	FUND DEPT ACCOUNT	TOTAL ESTIMATED CLUB/ORG COSTS	_____

	DATE SUBMITTED _____
APPROVAL _____	DATE _____
APPROVAL _____	DATE _____
APPROVAL _____	DATE _____
ASSOCIATE DEAN OF STUDENT AFFAIRS SIGNATURE ON CLUB/ORG TRAVEL	

Once application has reached the final approval point, the Dean is responsible of informing the Applicant of the status (Approval/Denial); and if approved also inform the President of the travel plans.