

**MICHIGAN STATE
UNIVERSITY
COLLEGE OF LAW**

STUDENT TRAVEL REQUEST

NAME OF GROUP¹ _____

NAME OF CONFERENCE/COMPETITION: _____

COMPETITION LOCATION: _____

NAMES OF ATTENDEES:*
(AND CLASS YEAR) _____

ESTIMATED TOTAL EXPENSES²

AIRFARE _____ (ATTACH RECENT SEARCH)

HOTEL _____ (ATTACH PRINTOUT INFO)

CAR RENTAL _____ (ATTACH ESTIMATE)

PER DIEM _____ (\$30 PER DAY PER STUDENT)

AIRPORT PARKING _____ (CARPOOL YOUR TEAM)

SOURCES OF FUNDING³

ATTACH WRITTEN ALUMNI ASSOCIATION _____

CONFIRMATION DIVERSITY SERVICES _____

OF ALL GRANTED COGS _____

OTHER MSU/MSU LAW _____

FUNDS DEPARTMENT _____

NAME OF OTHER _____

SOURCE: _____

1 - ONLY ONE SHEET WILL BE ACCEPTED PER GROUP. DO NOT FILL OUT THIS FORM AS AN INDIVIDUAL.

2 - ESTIMATED EXPENSES SHOULD BE FOR THE GROUP AS A WHOLE AND NOT AN INDIVIDUAL.

3 - THESE SHOULD BE CONFIRMED SOURCES AND NOT ESTIMATES. Attach written documentation.

*1L STUDENTS ARE NOT PERMITTED TO COMPETE WITHOUT PRE-APPROVAL FROM OSE.

ACCOUNTING APPROVAL: _____

COMMENTS: _____

SUBMIT THIS FORM WITH ALL ATTACHMENTS TO RHONDA IN THE ACCOUNTING OFFICE (ROOM 306).