

AMERICAN COLLEGE OF THE BUILDING ARTS

Student Guild

Travel Expense Request Form

This form must be filled out and submitted to the Student Guild a minimum of two weeks before the date of the trip. Submitting the form does not guarantee funds. If you have questions, direct them to your trade representative or a guild cabinet member.

Name of Primary Applicant*: _____

Name of Event: _____ Event Date(s): _____

Event Location: _____

Mode of Transportation: _____ Estimated Cost: _____

List of Students Traveling with Primary Applicant

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Primary Applicant Signature: _____ Date: _____

Approved by: _____ Date: _____

Maximum Amount Approved: _____ Receipts Due: _____

**Students may apply for Student Guild funds for travel expenses to approved events.*

**Only groups of 3 or more students traveling together are eligible to receive funds.*

The **Primary Applicant is responsible for communicating with the Student Guild, filling out & submitting necessary documentation paperwork, collecting receipts, and submitting those receipts to the Student Guild within 7 days of returning.*