

# NORTH HENNEPIN COMMUNITY COLLEGE – OFFICE OF STUDENT LIFE TRAVEL NOTIFICATION FORM

Name of Student Club \_\_\_\_\_

Name of Event \_\_\_\_\_

Travel Dates \_\_\_\_\_

**Student Travel Procedure**

In accordance with the established NHCC Student Life Financial Procedures, Travel requests must be submitted to Student Life no later than 3 weeks prior to departure date. Especially when out of state travel is being pursued. The student organization advisors and the student life director must authorize any travel for student who must go off-campus to conduct NHCC student organization business.

**Students are not to make any arrangements for travel, lodging, or meeting/conferences. The advisors or the Student Life office will make all travel arrangements.**

**Students will be held liable for all costs if students make their own travel arrangements and/or fail to attend the event.**

The NHCC Student Code of Conduct will be in effect.

Funding must be approved in advance by the Student Senate, if funds are not already in the organization’s budget.

Please obtain a copy of the Student Life Financial procedures for detailed information regarding In-State and Out-of-State Travel, reimbursements, meal allowances, etc. The procedures can be obtained from the Student Life office or from the College’s Student Life Web page.

I, \_\_\_\_\_, have read the above and understand that I am responsible for all travel costs associated with the conference including conference fees for which I am registered should I cancel or not attend the conference, or travel to the conference and do not participate in the workshops and/or presentations. In addition,

I understand that the NHCC Student Code of Conduct will be in effect during the entire time for which I am in travel and conference status.

All expense reimbursements for mileage will require documentation to support the mileage claimed. A MapQuest printout is acceptable documentation or the use of reliable internet mapping tools. This documentation must be submitted with your expense report.

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Advisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Student Life Signature**

\_\_\_\_\_  
**Date**