

DATE OF TRAVEL AUTHORIZATION

LIST OF TRAVELERS

NAME OF ADVISOR / STUDENT TRIP LEADER
CONFERENCE MEETING PLACE (INCLUDE CITY AND STATE)
MEETING DATES (INCLUSIVE)
FROM: _____ TO: _____

IMPORTANT

TRAVEL AUTHORIZATION REQUEST AND ENCUMBRANCE, FORM 1036 MUST BE ON FILE WITH BUDGET AND FINANCE. ENTER THE REQUEST DOCUMENT NUMBER

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LIST OF NEIU STUDENTS THAT WILL BE TRAVELING	I.D. NUMBER	DATE SIGNED	SIGNATURES OF NEIU STUDENTS	FOR AMOUNT OF MONEY RECEIVED
1				\$ ▲
2				▲
3				▲
4				▲
5				▲
6				▲
7				▲
8				▲
9				▲
10				▲
				\$ ▲

LIST OF NEIU ADVISORS TRAVELING WITH STUDENTS	I.D. NUMBER	DATE SIGNED	SIGNATURES OF NEIU STUDENTS	FOR AMOUNT OF MONEY RECEIVED
1				\$ ▲
2				▲
3				▲
4				▲
				\$ ▲

APPROVAL OF LIST OF TRAVELERS	
_____ SIGNATURE OF FINANCIAL MANAGER	_____ DATE

CERTIFICATION UPON COMPLETION OF TRIP	
I certify that the above signatures are proper and true, and the amounts are correct, just, and actually paid by me to the signators.	
_____ SIGNATURE OF ADVISOR / STUDENT TRIP LEADER	_____ DATE

TOTAL	
\$	▲