



DATE OF TRAVEL AUTHORIZATION

IMPORTANT

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

| LIST | OF 1 | [RA\ | /EL | ERS |
|------|------|------|-----|-----|
|      |      |      |     |     |

NAME OF ADVISOR / STUDENT TRIP LEADER CONFERENCE MEETING PLACE (INCLUDE CITY AND STATE)

MEETING DATES (INCLUSIVE)

FROM:

TO:

|    | LIST OF NEIU STUDENTS THAT<br>WILL BE TRAVELING | I.D. NUMBER | DATE SIGNED | SIGNATURES OF NEIU STUDENTS | FOR AM<br>MONEY | OUNT OF<br>RECEIVED |
|----|---|-------------|-------------|-----------------------------|-----------------|---------------------|
| 1  |   |             |             |                             | \$              |                     |
| 2  |   |             |             |                             |                 |                     |
| 3  |   |             |             |                             |                 |                     |
| 4  |   |             |             |                             |                 |                     |
| 5  |   |             |             |                             |                 |                     |
| 6  |   |             |             |                             |                 |                     |
| 7  |   |             |             |                             |                 |                     |
| 8  |   |             |             |                             |                 |                     |
| 9  |   |             |             |                             |                 |                     |
| 10 |   |             |             |                             |                 |                     |
|    |   |             |             |                             | \$              |                     |

|   | OF NEIU ADVISORS<br>ING WITH STUDENTS | I.D. NUMBER | DATE SIGNED | SIGNATURES OF NEIU STUDENTS | OUNT OF<br>RECEIVED |
|---|---------------------------------------|-------------|-------------|-----------------------------|---------------------|
| 1 |                                       |             |             |                             | \$                  |
| 2 |                                       |             |             |                             |                     |
| 3 |                                       |             |             |                             |                     |
| 4 |                                       |             |             |                             |                     |
|   |                                       |             |             |                             | \$                  |

|                                     | CERTIFICATION UPON COMPLETION OF TRIP   | TOTAL |
|-------------------------------------|---|-------|
|                                     | I certify that the above signatures are proper and true, and<br>the amounts are correct, just, and actually paid by me to | \$    |
| APPROVAL OF LIST OF TRAVELERS       | the signators.  |       |
|                                     |   |       |
| SIGNATURE OF FINANCIAL MANAGER DATE | SIGNATURE OF ADVISOR / DATE<br>STUDENT TRIP LEADER  |       |

DISTRIBUTION: WHITE - TRAVEL CONTROL WITH TRAVELERS SIGNATURE AT END OF TRIP CANARY - TRAVELERS COPY PINK - FINANCIAL MANAGER WITHOUT SIGNATURES PRIOR TO TRIP GOLD - TRAVEL CONTROL WITHOUT TRAVELERS SIGNATURE PRIOR TO TRIP

1056C 8/07