

**HSU Clubs & Activities
Request for Authorization to Travel
Clubs and A.S. Programs**

Instructions:

- Complete this form and submit it to your advisor for approval and signature
- Submit this original signed/authorized form to the Clubs & Activities Office

Club or A.S. Program name: _____

Contact person: _____

Phone: _____ **Email:** _____

List names of all students who will be traveling:

_____	ID# _____
_____	ID # _____
_____	ID# _____
_____	ID# _____
_____	ID# _____
_____	ID# _____
_____	ID# _____
_____	ID# _____

(attach additional sheet if necessary)

Purpose of the trip:

Destination: _____

Mode(s) of transportation: _____

Departure date: _____ **Return date:** _____

Advisor's name (print): _____

Advisor's signature: _____ **Date:** _____

Phone: _____ **Email:** _____

Approval: _____ **Date:** _____

(Clubs Coordinator)