

# WVU at Parkersburg Foundation Organizational Travel Fund Request

Organization Name \_\_\_\_\_

Advisor Name \_\_\_\_\_

Extension # \_\_\_\_\_ Other \_\_\_\_\_

Trip Description \_\_\_\_\_

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

Number of Students Participating \_\_\_\_\_ Amount raised by student's efforts \_\_\_\_\_

Other funding sources (Corporate Sponsorship, In-Kind Donations, etc)

\_\_\_\_\_  
\_\_\_\_\_

What educational value does this trip provide? \_\_\_\_\_

\_\_\_\_\_

What travel expenses do you anticipate?

Transportation \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Registration \_\_\_\_\_

Fees \_\_\_\_\_

Other \_\_\_\_\_ (Please explain on reverse side)

**TOTAL TRIP EXPENSE =** \_\_\_\_\_

\_\_\_\_\_  
Advisor/Faculty Member

\_\_\_\_\_  
Executive Dean

\_\_\_\_\_  
WVU Parkersburg President

*Limited funds are available for student travel.  
This form and all student travel request forms must be submitted  
to Foundation Office at least 30 days prior to travel.*