



## SBA TRAVEL REQUEST

A completed form must be submitted to [SBAadmin@gmu.edu](mailto:SBAadmin@gmu.edu) at least 30 days prior to the date of departure. Please retain all receipts, confirmation messages, reservation details, and proofs of payment, and submit a Reimbursement Request within one week of your return.

### Event Information

**Student Organization:**

**Event Title:**

**Location:**

**Event Start Date:**

**Event End Date:**

**Business Purpose:** (Please provide details about your travel; i.e. description of event, type of audience or attendees, nature of competition, professional interests, etc.)

### Travel Information

**Departure Date:**

**Return Date:**

**Method of Travel:**

**# Participants:**

**# Teams:**

**Traveler Info--**

**Name:**

**Name:**

**G#:**

**G#:**

**Date of Birth:**

**Date of Birth:**

**Driver License State:**

**Driver License State:**

**Ground Transportation:**

**Estimated Ground  
Transportation Total:**

**Lodging:**

**Estimated Lodging Total:**

**\*SBA-Approved Amount:**

**Attach snippet of event/travel budget.**

**\*Anticipated total amount  
to *reimburse* all students:**

**Attach any pre-trip payments,  
confirmations, receipts, or reservations.**

**OTHER:**