



**Associated Students of Humboldt State University
Student Travel Verification**

Instructions:

- Complete this form and submit it to your advisor for approval and signature
- Submit the original signed/authorized form to the Associated Students Business Office

A.S. Program Name: _____

Contact Person: _____

Phone: _____ Email: _____

List names of all students who will be traveling:

_____ ID# _____

_____ ID# _____

_____ ID# _____

_____ ID# _____

_____ ID# _____

_____ ID# _____

(attach an additional sheet if necessary)

Purpose of trip: _____

Destination: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Advisor's Signature: _____ Date: _____

Advisor's Phone: _____ Advisor's Email: _____

Approval: _____ Date: _____

(AS Executive Director)

All documents must be submitted to the A.S. Business Office at least 5 working days prior to the date of the trip.