



VANDERBILT
STUDENT COMMUNICATIONS, INC.
Student Media at Vanderbilt University

TRAVEL BUDGET REQUEST FORM

Date _____

Division Name _____

Convention/Workshop _____

City/State _____

Date(s) _____ # of Nights _____

Participants _____

	ESTIMATED COST	DESCRIPTION
Transportation	_____	_____
Lodging	_____	_____
Registration	_____	_____
Other (Specify in detail)	_____	_____

TOTAL REQUEST _____ **Division Head Signature** _____

The VSC, Inc. Board of Directors allocates a fixed budget each year for Division Travel, and may reallocate, reduce or deny this request based on issues of proportionality, fairness or financial constraints. Please refer to Article X, Section 8 of the VSC, Inc. Bylaws for additional guidance on Student Media Travel.

FOR OFFICE USE ONLY

AMOUNT APPROVED _____ DATE APPROVED _____ VSC CHAIR _____

NOTES _____