



Secular Franciscan Order St Francis Region

Travel Request (only needed if lodging or travel expenses are being requested)

| Personal Information | | |
|---|--|--------------------------------|
| Traveler Name | Name: _____ / _____ Home Address: City/State/Zip: Contact Phone: Contact Email: | Profession Date: _____ / _____ |
| Fraternity | Minister: _____ | |
| Travel Purpose and Destination | | |
| Travel Destination | _____ | |
| Purpose of Trip | _____ | |
| Is documentation attached regarding purpose, need & benefit for this trip? | YES _____ NO _____ | |
| What percentage of expenses are you requesting assistance with? | _____ % (max: 100%) If personal auto, estimated mileage _____ | |
| Will you be contributing any of your own funds or receiving any assistance from others? | No <input type="checkbox"/> Yes <input type="checkbox"/> (If yes, list percentage or dollar amount) Self: _____ %/\$ Fraternity _____ %/\$ Other _____ %/\$ | |
| Travel Details | | |
| Date of Departure | Date: _____ | |
| Date of Return | Date: _____ | |
| Transportation Mode | Auto Rental <input type="checkbox"/> Train <input type="checkbox"/> Air travel <input type="checkbox"/> Personal Auto <input type="checkbox"/> Mileage _____ Carpool with others <input type="checkbox"/> Other _____ Does Not Apply <input type="checkbox"/> | |
| Cost Estimate | | |
| Please itemize expenses below (In whole dollars; round-up if needed) | Please note that out-of-pocket expenses, supplies, and meals are not reimbursable (unless included as part of registration fees) | |
| Please provide verification of costs or estimates | TOTAL | ITEM |
| Lodging | Cost per night \$ _____ Other lodging fees and/or taxes \$ _____ Number of nights lodging total _____ | |
| Transportation | If auto rental or air travel | |
| Registration/ Tuition Fee | | |
| | Subtotal | |
| SUBTRACT any assistance amounts from others | MINUS ASSISTANCE RECEIVED or TO BE RECEIVED: | (\$ _____) |
| TOTAL REIMBURSEMENT/SCHOLARSHIP REQUEST FROM ST FRANCIS | | \$ _____ |

REGION

Additional Notes/Information:
