



Academic Student Travel Request

*THIS FORM MUST BE SUBMITTED TO THE OFFICE OF STUDENT LIFE
30 DAYS PRIOR TO WHEN FUNDS ARE NEEDED*

ATTACH THE FOLLOWING DOCUMENTATION TO THE APPLICATION

Faculty Advisor Recommendation Form(s)

Event Agenda/Announcement

Unofficial Transcript

STUDENT INFORMATION

Student Name

Student ID

Heritage Email

Phone Number

Affiliations

CAMP

TRiO

TRAVEL INFORMATION

Event Name

Event Type

Event Location

Travel Dates

TRAVEL NOTICE

Beginning Oct. 1, 2020, if you plan to use your state-issued ID or license to fly within the U.S., make sure it is REAL ID compliant. If you are not sure if your ID complies with REAL ID, check with your state department of motor vehicles.

TRAVEL BUDGET

Requested Amount

Provide an estimate for all anticipated travel expenses.

Airfare

Lodging

Food

Registration

Other Expense

Other Expense

Other Expense

ANSWER THE FOLLOWING PROMPTS BY ATTACHING A SEPARATE DOCUMENT

Please note that all responses must be personal, individual and unique.

1. In a minimum of 500 words, describe how this travel supports your academic goals at Heritage University.
2. In a minimum of 500 words, describe how this travel supports the Heritage University Mission and Core Themes.

Mission

Heritage University empowers a multi-cultural and inclusive student body to overcome the social, cultural, economic and geographic barriers that limit access to higher education. Rooted in the homeland of the Yakama Nation, we embrace transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society.

Core Themes

- Student Achievement and Success
- Institutional Vitality
- Assessment and Continuous Quality Improvement

Heritage University
Office of Student Life
StudentLife@heritage.edu
509-865-8584