

# MEMORANDUM

DATE: \_\_\_\_\_

TO: Dr. Clifton Jones,  
Vice Provost/Professor/Interim Vice President for Student Affairs

FROM: \_\_\_\_\_

\_\_\_\_\_

SUBJECT: Permission for student organization to travel without advisor

Permission is requested for members of \_\_\_\_\_ to travel to  
\_\_\_\_\_ on the following date(s) \_\_\_\_\_.

\_\_\_\_\_ has requested funding from the Student Organization  
Leadership Fund (SOLF) and, because the students will not be accompanied by their  
faculty/staff advisor or other fulltime university employee, your permission is needed.

The reason I am unable to attend this trip is \_\_\_\_\_.

This memo also acknowledges my acceptance of their funding and acknowledgement that a  
Student Travel Expense Report will be completed upon return from the trip.

Thank you for your consideration.

\_\_\_\_\_  
Advisor Signature