

MEMORANDUM

DATE: _____

TO: Dr. Javier Flores,
Vice President for Student Affairs and Enrollment Management

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