

ORAL ROBERTS UNIVERSITY INTERNATIONAL TRAVEL FEE FORM

Please complete this form for any ORU sponsored or sanctioned group traveling outside the United States which includes *students, consultants or advisors, and volunteers and their respective spouses only*.

1. All students, consultants or advisors, and volunteers and their respective spouses traveling must be listed.
2. Completed list must be turned into Risk Management prior to trip.
3. Monies are to be collected by the department sponsoring the trip for all individuals. The trip fee is mandatory.
4. Submit monies collected with this completed form to Student Accounts on a vault ticket coded to **Fund 110000, Orgn 37200, Program 60, Chart 1**. Vault Ticket No. _____

Sponsoring Department: _____ Destination: _____

Departure Date: _____ Return Date: _____

Number of Days: _____ X _____ per day = _____ Cost per individual

INDIVIDUALS ON TRIP _____ = \$ _____ **TOTAL COLLECTED**

INDIVIDUAL	Z NUMBER	INDIVIDUAL	Z NUMBER
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	