



STUDENT TRAVEL ROSTER

Complete and submit with the Workday Spend Authorization for all student travel.
Requests must be submitted at least one week prior to travel departure date.

Departure Date: _____ Return Date: _____

Department (Academic / Club / Organization): _____

Project / Event / Course Number: _____

Travel Destination (City, State): _____

Employee Contact: _____ Phone: _____

List all students participating in the trip, (attach additional pages as necessary). All drivers must be stated.

❗ Any changes to this roster prior to departure must be communicated via email to Business Services (travel@bemidjistate.edu).

Student Name	Driver	Tech ID	Cell Phone	Emergency Contact Name and Phone
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Spend Authorizations with incomplete rosters will not be approved and will be returned to the requestor.