**TRAVEL FUND REQUEST FORM**

*Please fill out all information and return to SUFAC via e-mail to* *sosufac@uwgb.edu*

*by 3:00pm on Monday in order to be placed on the agenda for that week.
Additional Forms are available online at* [*www.uwgb.edu/studgov/committees/sufac/forms.asp*](http://www.uwgb.edu/studgov/committees/sufac/forms.asp)

|  |  |
| --- | --- |
| Student Organization | Org Representative(s) |
| E-mail(s) | Phone #(s) |
| /Current/Starting SUFAC Travel Funds | Current Agency Balance |
| Destination | Dates of Travel |

Purpose:

**SUFAC Guidelines Regarding Travel Requests (see also travel guidelines form)**

• Organizations are expected to contribute 1/3 of the cost of the total expense of the trip.

• SUFAC will cover the first $3000 to any organization for registration per fiscal year (7/1-6/30)

• SUFAC will only fund $4000 to any organization for travel, not including registration, per fiscal year (7/1-6/30)

• SUFAC excludes food expenses for the trip.

• Non-UWGB students will not be covered by SUFAC.

• For lodging, SUFAC members will consider expense as well as convenience.

• All SUFAC funds must be equally divided amongst all student participants.

• Any organization receiving money must present that information to the student body within a month following the trip.

• Requests must be presented to SUFAC at least five weeks before the event.

• A representative MUST be present at the SUFAC meeting to answer any questions.

• All presentation of materials must be submitted with the request to allow time for review.

• There must be advertisement of this meeting in the campus life e-mail and one other advertising medium.

• Any exception must pass by 2/3 votes.

# **All student organizations must contact the Organization Finance Office at least 5 weeks prior to travel. Travel authorization forms are required to be completed before any arrangements can be made or any payments disbursed. These forms must be signed by all students traveling and returned to OFO for final authorization by the OFO supervisor and Dean of Students.**

Financial Breakdown

|  |
| --- |
| **Registration** |
| **Registration per Person** | **Number of Student** | **Total** |
| **$ .**X |  **.**= | **$ .** |
| Lodging |
| **Number of Nights** | **Number of Rooms** | **Cost per Room/Night** | **Total** |
|  **.**X |  **.**X |  **.**= | **$ .** |
| Transportation – Gas Reimbursement **(For Detailed Numbers Please See OFO)** |
| **Gas Rate/Mile** | **Number of Miles** (Round Trip) | **Number of Vehicles** | **Total** |
| **$0.5450.** X |  **.**X |  **.**= | **$ .** |
| **Enterprise (Driver must be 21+)Car** $54/day **Van** $76/day (Gas is not included in this price) |
| **Number of Vehicles** | **Number of Days** | **Total** |
| **$ .**X |  **.**= | **$ .** |
| **Airline** |
| **Estimated Cost Per Person** | **Number of Tickets** | **Total** |
| **$ .**X |  **.**= | **$ .** |

**Explain any circumstances related to the previously listed expenses.**

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|  |
| --- |
| Summary of Travel Request |
| **Total Expenses** | **Club Contribution** (At least 1/3rd of total expenses) | **Total** |
| **$ .**- | = **.** | **$ .** |

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