

Club Travel Funding Request Form

This must be completed in order for a travel funding request to be considered and presented to Student Government Association. Both pages must be completely filled out and a copy of your most recent club minutes must be attached.

- What is your reason for this funding request?

- When does this activity occur? _____ How many students are confirmed to participate?

- Will this request cover the cost of your advisor attending this activity? Yes/No (circle one)
- List all costs here requested to be funded (please include hotel, travel, registration, etc.) Please note: meals and incidentals are not fundable)

- How much money has your Club already raised specifically for this activity?
\$ _____
- How much money do you still plan to raise, and via what means, for this activity?
\$ _____
- Has money been requested previously this year from Student Government? Yes/No (circle one)
 - If Yes, how much was approved and for whom?
\$ _____
- How much money is currently in your Club's account?
\$ _____
- How much will each participant contribute personally to the overall cost?
\$ _____
- What is the total dollar amount per attendee for participating in this activity?
\$ _____
- What is the total amount being requested from the Student Government?
\$ _____

Club President Signature _____
Club Advisor Signature _____ Date _____

Forms must be turned in within one week prior to presenting to the SGA Executive Board at which the request will be made. Request will automatically be denied if not presented by a club representative.

For Student Government Use Only

SGA President Signature _____ SGA
Advisor Signature _____ Date
Amount approved \$ _____