

Travel Budget Request Summer B / Fall 2021

This is for only for travel requests. Operational and event requests should be completed on their respective forms.

Code 807.61: The maximum amount reimbursed will not exceed five hundred dollars (\$500.00) per person per trip. A student organization will not exceed two thousand dollars (\$2,000.00) per trip. Each student organization may receive funding for up to five travel requests per Budget Cycle.

* Required

1. Name of Organization (Please put the full organization name as registered with the Department of Student Activities & Involvement) *

2. President's Information (name, phone, ufl email) *

3. Treasurer's Information (name, phone, ufl email) *

4. Title of Activity *

5. Purpose - Benefit to general UF student body: *

6. Starting date of travel *

Example: January 7, 2019

7. Ending date of travel *

Example: January 7, 2019

8. Destination *

9. Number of Travelers *

10. Transportation Cost (Example: Bus rental \$1,000)

11. Accommodations Cost (Example: Hotel \$350)

12. Registration Cost

13. Other Costs

14. Total Amount Requesting *

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