

# Travel Budget Request Spring / Summer A 2022

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.

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**\* Required**

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

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

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

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4. Title of Activity \*

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

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6. Starting date of travel \*

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*Example: January 7, 2019*

7. Ending date of travel \*

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*Example: January 7, 2019*

8. Destination \*

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9. Number of Travelers \*

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

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

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12. Registration Cost & Description (Example: Registration \$50)

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13. Other Costs

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14. Total Amount Requesting \*

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