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.

* 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 & Description (Example: Bus rental $1,000)
11. Accommodations Cost & Description (Example: Hotel $350)


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


13. Other Costs


14. Total Amount Requesting *


This content is neither created nor endorsed by Google.