Travel Budget Request Summer B / Fall 2022

This form is 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 and exactly as it appears on GatorConnect.) *

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 $55

13. Other Costs

14. Total Amount Requesting *
Please add up your line items and put the total below.