

Travel Budget Request Spring & Summer A 2023

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 *

Must be within either Spring or Summer A 2023 semesters; travel that falls outside these semesters cannot be approved

7. Ending date of travel *

Must be within either Spring or Summer A 2023 semesters; travel that falls outside these semesters cannot be approved

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 & Description

14. Total Amount Requesting *

Please add up your line items and put the total below.
