Travel Budget Request Spring & Summer A 2024 - Primary Form

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.

* Indicates required question

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 semesters; travel that falls outside these semesters cannot be approved


7. Ending date of travel *
   Must be within either Spring or Summer A semesters; travel that falls outside these semesters cannot be approved


8. Destination *
   Please list the city and state. Example: Chicago, Illinois


9. Number of Travelers *
Transportation

Transportation Budget Line

10. Transportation Total
    ONLY input the number; do not enter a “$” sign

11. Transportation Breakdown: Include Description & Costs
    Example: Bus rental $1,000 | Flights $200 per person

Accommodations

Accommodations Budget Line

12. Accommodations Total
    ONLY input the number; do not enter a “$” sign
13. Accommodations Breakdown: Include Description & Costs
   Example: Hotel $350


Registration

Registration Budget Line


14. Registration Total
   ONLY input the number; do not enter a “$” sign


15. Registration Breakdown Include Description & Costs
   Example: Registration $55


Other Costs

Other Costs Budget Line


16. Other Costs Total
   ONLY input the number; do not enter a “$” sign


17. Other Costs Breakdown: Include Description & Costs
Total Amount Requesting

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

18. Total Amount Requesting *
    ONLY input the number; do not enter a "$" sign

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