

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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