

# Travel Budget Request Summer B & Fall 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

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- 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.) \*

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- 2. President's Information (name, phone, ufl email) \*

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- 3. Treasurer's Information (name, phone, ufl email) \*

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4. Title of Activity \*

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5. Purpose & benefit to general UF student body \*

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6. Starting date of travel \*

Must be within either Summer B or Fall semesters; travel that falls outside these semesters cannot be approved

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7. Ending date of travel \*

Must be within either Summer B or Fall semesters; travel that falls outside these semesters cannot be approved

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8. Destination \*

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

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9. Number of Travelers \*

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## Transportation

Transportation Budget Line

### 10. Transportation Total

ONLY input the number; do not enter a "\$" sign

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### 11. Transportation Breakdown: Include Description & Costs

Example: Bus rental \$1,000 | Flights \$200 per person

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## Accommodations

Accommodations Budget Line

### 12. Accommodations Total

ONLY input the number; do not enter a "\$" sign

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13. Accommodations Breakdown: Include Description & Costs

Example: Hotel \$350

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Registration

Registration Budget Line

14. Registration Total

ONLY input the number; do not enter a "\$" sign

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15. Registration Breakdown: Include Description & Costs

Example: Registration \$55

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Other Costs

Other Costs Budget Line

16. Other Costs Total

ONLY input the number; do not enter a "\$" sign

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17. Other Costs Breakdown: Include Description & Costs

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## 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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