

Student Government Travel Budget Request (example entry)



- Access Docutraq at <https://www.docutraq.sg.ufl.edu> via Google Chrome using your Gatorlink login credentials.
 - The President and Treasurer of the student organization will see their Org name show up for access. Anyone else will need to be given your Org password for access.
 - At the time of setup, Docutraq will match the officers seen in GatorConnect. If you revise your officers in GatorConnect, you must contact SG Finance for a Docutraq update.
- Once at your Org dashboard, select “Your Budget/**Create a Budget Request**/Continue” to get to the Budget Request page.
 - If you want to see previous approved budget requests, select “Your Budget/Review Budget Requests” and change the “Filter by Type” to “Legacy Budget Request”. Pick the fiscal year you want to see.

Budget Request Page choices

Selected Fiscal Year: 2025-2026
(click on “Select” under **Travel** Budget Request)

What type of request are you doing?

Before we can move forward, you need to tell us what kind of a request this is.

Selected Fiscal Year: 2025-2026

[Change](#)

Operational Budget Request

Budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for General Body Meetings, food for General Body Meetings, Marketing, and Awards.

[Select](#)

Travel Budget Request

Budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for expenses related to travel beyond UF’s campus. This does not include programming events held off campus or travel grants. Travel Grants shall be allocated by the Travel Grant Sub-Committee for Professional Development and Conference Presentation travel (<http://ufgsc.org/faqs.html>).

[Select](#)

Event Budget Request

Date specific budget approved by the Allocations Committee that allocates funds for Student Government Funded Organizations for events or programs excluding General Body Meetings (operational), as well as special projects through student organizations.

[Select](#)

Travel and Services page

Travels and Services

+ New Travel Load an Existing Travel

Save Travel Summary Delete

Travel Total: \$3,000.00

Travel #1 - Part I: Trip Description

Title of Activity: Accounting & Finance Show

Priority:  Low

Purpose - Benefit to general UF student body: (Purpose this travel will serve the student(s) involved and benefit the Student Body.)

Dates of Travel: From: 8/08/2025

To: 8/10/2025

Destination: Denver, CO

Number of Travelers: 6

Other sources of funding and dollar amounts: (such as co-sponsorships) Description Amount

Description	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Budget Line Items

Part II: Enter Items

Refresh

Transportation - Total: \$1,500.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
Airfare	\$250.00	6	\$1,500.00	 

Other - Total: \$250.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
Uber/Taxi	\$250.00	1	\$250.00	 

Accomodations - Total: \$800.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
Hotel	\$800.00	1	\$800.00	 

Registration - Total: \$450.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
Conference Registration	\$75.00	6	\$450.00	 

* Note: SG funds cannot pay for travel mileage or food.

Review Your Budget Request

Travel Items

Travel Total: \$3,000.00 (100% of total budget)

 Refresh

#	TITLE	TRANSPORTATION	OTHER	ACCOMODATIONS	REGISTRATION	TOTAL	PRIORITY	
1	Accounting & Finance Show	\$1,500.00	\$250.00	\$800.00	\$450.00	\$3,000.00	Low	
						\$3,000.00		

Previous

Submit

If you need to make a change, click on “[Previous](#)” and then the “[Load an Existing Travel](#)” button

- Make sure your budget request and items are in compliance with the current 800 codes before submitting to the Budget & Appropriations Committee for review.
 - Special attention on Codes 807s (Travel Expense Regulations)