

Student Organization Travel Request

MUST BE TYPED!

Any student organization wishing to requesting funding for a travel opportunity must complete this form. It must be submitted to the Student Government Office forty-five (45) days before the travel date. You must also attach information about your convention/conference, such as a brochure or a printout from the Internet. After your travel request is submitted, a member of your organization MUST attend the upcoming Finance Board meeting as well as the Senate meeting the following Friday. Finally, if approved, you must submit a travel evaluation within two weeks of your return date (failure to do so will result in travel funding probation for the following year).

Section One: General Information

Organization Name: _____

Organization Campus Box #: _____

Name of Student Contact: _____

Position/Title: _____ E-mail Address: _____

Phone Number: _____ School Address: _____

Section Two: Conference Information

Are the Students Traveling US Citizens? _____ Number of Students Traveling: _____

Conference Name: _____

Conference Location: _____

Dates of Conference From: _____ To: _____

Name of Faculty/Staff (if any) Traveling with Student(s): _____

Name of Adviser/Fiscal Officer of Organization: _____

Department: _____ E-mail Address: _____

Phone Number: _____ Campus Box #: _____

Has Your Organization Attended this Conference Before? _____

Section Three: Costs

Lodging - Student Government will pay the cost of lodging for up to four (4) nights. The maximum daily hotel rate Student Government can fund for a single room is \$149 for Chicago and Cook County; \$80 for Chicago Metro Area; \$70 for major downstate areas; \$60 for miscellaneous Illinois areas; \$150 for Washington, D.C.; \$110 for New York City; and \$110 for out-of-state locations.

Name of Hotel: _____

Address of Hotel: _____

Phone # of Hotel: _____

Number of Rooms: _____ **Number of Nights:** _____ **Cost per Room per Night:** _____ **Hotel Tax:** _____

Total Lodging: _____

Transportation - Student Government will pay air/bus/train fare at the most economical price available. Or we will pay the cost of a car rental through Enterprise Leasing at \$30 per day for a maximum of five (5) days. To drive a rental car, each driver must be at least 21 years of age and must sign an SIUE Driver Approval Form. Please indicate your preference below.

Air, Bus, or Train? _____ **Preferred Airline:** _____

Departure Date: _____ **Return Date:** _____

Departure Time: _____ **Arrival Time:** _____

Number of Tickets: _____ **Cost per Ticket:** _____ **Total Air, Bus, or Train Fare :** _____

Rental Car? _____ **Round Trip Distance (in miles):** _____

Departure Date: _____ **Return Date:** _____

Departure Time: _____ **Arrival Time:** _____

Daily Rate (including fees): _____ **Number of Days:** _____

Total Rental Car: _____
(Daily Rate x Number of Days)

Total Transportation: _____
(Air, Bus, or Train Fare + Rental Car)

Registration Fee - Student Government will pay the expense for the organization to attend a conference/seminar.

Name for Whom to Send Registration Fee: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Website: _____

Does Registration Include: Lodging, Meals, and/or Transportation? _____

Number of Students to Register: _____ **Registration Cost per Student:** _____

Total Registration: _____
(Number of Students x Registration Cost per Student)

Total Funding Requested - please see the SIUE Funding Manual and/or Website for current request limit.

Lodging: _____

Transportation: _____

Registration Fee: _____

Total Requested: _____

We hereby acknowledge that the person named above is authorized to travel as a representative of/for the above named student organization.

Signature of President: **Typed Name of President:** **Date:**

Signature of Adviser: **Typed Name of Adviser:** **Date:**