



Request Form for Travel Fund

-The Travel Fund was created to provide financial aid to Student Government organizations attending off-campus events. Proper uses include but are not limited to hotel expenses and gas reimbursements (not to cover the cost of conference fees)

-If your organization is splitting the total cost of a trip, a check request *must* be filled out in addition to this form to allow funds be withdrawn from the organization's account.

-FINCOM will decide whether the amount of your proposal is reasonable and the Student Government Treasurer will inform the organization of its decision.

Travel Fund account number: 90-200268-62010-01 _____

Name of club/organization: _____

Number of students attending: _____

Date of request: _____

Approximation or amount requesting: _____

Petty Cash Reimbursement to: _____

(if applicable - only for amounts less than \$100 and receipts must follow)

Purpose of request (justify) :

Submitted by _____

Approved by _____