

UNIVERSITY OF MINNESOTA

Morris Campus

Equity, Diversity and
Intercultural Program

110 Multi-Ethnic Resource Center
600 East 4th Street
Morris, MN 56267-2132

Office: 320-589-6095
Fax: 320-589-6090

STUDENT GROUP / INDIVIDUAL STUDENT TRAVEL REQUEST FOR FUNDS

Incomplete requests will not be approved. Average awards are maximum \$200.

Direct questions to liz thomson, lthomson@morris.umn.edu.

Today's date: _____ Amount requested: _____

Group / Individual requesting support: _____

Person completing request: _____ email: _____

Club/Organization leadership name & email (if different from above): _____

Describe what these funds will support. A detailed description answers the questions WHO? WHAT? WHERE? WHEN? and WHY? (Please attach documentation to describe your request.)

Additional funding requested and/or received (list source and amount, indicate status of request): _____

Estimated itemized expenses (complete only those line items that apply.)

Notes: meals and per diem are not reimbursable. Receipts are required for the purposes of reimbursement.)

\$ _____ **Registration fee**

\$ _____ **Flight**

Lodging

\$ _____ Cost of room per night _____ X number of nights _____

\$ _____ Your hotel cost, as applicable = total cost / # of people sharing cost

Ground transportation

\$ _____ Driving personal vehicle (total miles _____ x \$0.545 = \$ _____)

\$ _____ Personal travel costs, as applicable: mileage reimbursement / # people sharing = your cost

\$ _____ University Fleet vehicle

\$ _____ Parking & shuttle costs

\$ _____ Other pre-approved expenses - description: _____

\$ _____ **Total requested**

For Office Use Only:

Request routed to: _____ Assistant _____ Director

Approved for \$ _____ Denied

Budget string: _____

Return completed form to liz thomson, lthomson@morris.umn.edu.