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.