

Student Organization UAF Application for travel

**Complete packet must be submitted four (4) weeks prior to travel to the ASG Office-
Student Union, Room 133.**

**Appointment with ASG Leadership Advisor is required to complete Pre-Travel Checklist
four (4) weeks prior to travel.**

330-972-7002

If complete packet is not legible, it will be returned without review. Please print, complete and attach all information requested. Incomplete packets will not be accepted.

Department Use Only

Date stamped at submission:

<u>(Dates)</u>	<u>(Name)</u>	
_____	_____	Pre-Travel Appointment Completed with ASG Leadership Advisor - 28 days prior to travel.
_____	_____	ASG Leadership Advisor forwarded to UAC for review.
_____	_____	UAC completed review
_____	_____	UAC Notification Letter sent to Student Org (Advisor & President), SOuRCe and Business Office
_____	_____	Copies of procesed travel packet supplied to Business office.

Student Organization Travel Application

☐ Registered Undergraduate Organization

☐ Travel funds requested

☐ Registered Graduate Organization

☐ Registering for Travel
(No funds requested)

Name of Organization:

Requestor:

Advisor:

Requestor E-mail:

Advisor Phone:

Requestor Phone:

Advisor Signature:

Requestor Signature:

Trip Details:

Date(s) of Travel:

of Members Traveling:

Location of Travel:

Purpose of Travel: *(Purpose must reflect organization's mission for funding consideration)*

Overnight Travel Guidelines:

List of participants must be included with Travel Application. No Limit on number of students to receive funding for airfare, registrations, lodging, etc. Funding to be allocated within guidelines of two (2) trips per fiscal year at \$1,000 per trip **OR** \$2,000 per fiscal year for one (1) trip.

Airfare:	Destination must be over 250 miles from Akron, OH.
	Written airfare estimate must be included with Travel Application.
Rental Car:	Contact University contracted car rental company for quote.
	Damage waiver Insurance is mandatory. (Include in quote.)
	Rental car & insurance estimate must be included with Travel Application.
	Copy of valid driver's license and current insurance for all drivers must be included with Travel Application.
University Gas Card(s)	Gas Card can only be obtained for use with rental car.
	Estimate dollar amount needed based upon miles to be driven. One (1) card issued per car.
	Provide map (i.e. Yahoo, Mapquest, etc.) and no. of vehicles to be driven with Travel Application .
Mileage Reimbursement:	Reimbursement based on miles traveled multiplied by current University mileage rate per car (roundtrip).
	Copy of valid driver's license and current insurance for all drivers must be included with Travel Application.
	Provide map (i.e. Yahoo, Mapquest, etc.) and no. of vehicles to be driven with Travel Application .
Registration:	Provide copy of workshop, competition or conference materials with Travel Application for review.
	Funding will be considered for pre-registration only. No late registration fees to be covered.
Lodging:	Maximum allowance = \$130/night/room. (No limit on number of rooms or nights requested.)
	Provide estimate of lodging (including state taxes) with Travel Application.
Other:	Provide written estimates of other expected expenses with Travel Application. (i.e. tolls, parking, limo, etc.)

Field Trip Travel Guidelines:

List of participants must be included with Travel Application. No Limit on number of students to receive funding per field trip guidelines of maximum yearly allowance per organization at \$1,000. Funding can be requested for mileage up to five trips per fiscal year at \$200 per trip. (Two car maximum per trip for refunding allowance.)

Rental Car:	Contact University contracted company for quote.
	Damage waiver Insurance is mandatory. (Include in quote.)
	Rental car & insurance estimate must be included with Travel Application.
	Copy of valid driver's license and current insurance for all drivers must be included with Travel Application.
University Gas Card(s)	Gas Card can only be obtained for use with rental car.
	Estimate dollar amount needed based upon miles to be driven. One (1) card issued per car.
	Provide map (i.e. yahoo, mapquest, etc.) and no. of vehicles to be driven with Travel Application .
Mileage Reimbursement:	Reimbursement based on miles traveled multiplied by current University mileage rate per car (roundtrip).
	Copy of valid driver's license and current insurance for all drivers must be included with Travel Application.
	Include map (i.e. yahoo, mapquest, etc.) and no. of vehicles to be driven with Travel Application .
Other:	Provide written estimates of other expected expenses with Travel Application. (i.e. tolls, parking, limo, etc.)

Student Organization Travel Application

Name of Organization: _____

Contact Person: _____

Acct. Information: EAF #: _____
 SAF #: _____

EAF Acct. Balance: _____
 SAF Acct. Balance: _____

Overnight Travel	Amount Requested (per guidelines)	Amount Allocated by UAC
Airfare		
Rental Car		
University Gas Card(s)		
Mileage Reimbursement		
Registration		
Lodging: \$130 x ____ (rms.) x ____ (nights)		
Other: (specify)		
Other: (specify)		
Other: (specify)		
TOTAL		

Field Trip	Amount Requested (per guidelines)	Amount Allocated by UAC
Rental Car		
University Gas Card(s)		
Mileage Reimbursement		
Other: (specify)		
Other: (specify)		
Other: (specify)		
TOTAL		

☐ **Overnight Travel:**
☐ \$1,000 per trip.
 ☐ \$2,000 for (1) trip.

POLICY: *Maximum annual allowance per organization is \$2,000*
Funding can be requested for up to two (2) trips per fiscal year at \$1,000 per trip OR \$2,000 per fiscal year for one (1) trip.

☐ Airfare
 (Location over 250 miles from University. Provide quote for review.)

☐ Rental Car
 (Contact University Contracted car rental company for estimate. Estimate **must** include damage waiver insurance.)

☐ University gas card(s)
 (Gas card can only be requested for use with rental car.)

☐ Mileage Reimbursement
 (Personal vehicle. Reimbursement per Univ. current mileage rate. Provide map stating roundtrip mileage.)

☐ Registration
 (Provide documentation of workshop, competition or conference costs and materials for review.)

☐ Lodging
 (Maximum allowance \$130.00/night. Provide written cost estimate for review.)

☐ Other
 (Tolls, parking, limo, etc. Provide written cost estimate(s) for review.)

☐ **Field Trip:** (No overnight)
 ☐ Approval requested.

POLICY: *Maximum yearly allowance per organization is \$1,000*
Funding can be requested for mileage up to five (5) trips per fiscal year at \$200 per trip. (Two car maximum per trip for refund.)

☐ Mileage Reimbursement
 (Personal vehicle. Reimbursement per Univ. current mileage rate. Provide map stating roundtrip mileage.)

☐ Rental Car
 (Contact University Contracted car rental company for estimate. Estimate **must** include damage waiver insurance.)

☐ University gas card(s)
 (Gas card can only be requested for use with rental car.)

☐ Other
 (Tolls, parking, limo, etc. Provide written cost estimate(s) for review.)

Pre-Travel Checklist

Name of Organization: _____

Contact Person: _____

Appointment Date: _____

Dates of Travel: _____

ASG Leadership Advisor Use Only:

- ☐ Registered Organization
- ☐ Appointment scheduled 28 days prior to travel.
- ☐ Proper signatures obtained (Student Organization President and Advisor).
- ☐ SAF account balance available for expenses over EAF Travel Allocation.
- ☐ Funds requested for Advisor's travel.
- ☐ List of students traveling, including student ID numbers attached to application.
Requirements: 18 years old and current enrolled student at The University of Akron.

- ☐ Airfare: Written estimate attached.
- ☐ Copy of valid driver's license and current insurance for all drivers is provided.
- ☐ Copy of map to destination included (i.e. Yahoo, Mapquest, etc.)
- ☐ Rental Car: Rental estimate attached (including insurance and taxes).
- ☐ University Gas Card(s): Amount requested: _____; No. of cards requested: _____
- ☐ Use of Personal Car: Information provided regarding University's current mileage reimbursement rate.
- ☐ Registration: Copy of workshop, competition or conference materials attached.
- ☐ Lodging: No. of students traveling: _____; No. of hotel rooms requested: _____
Documentation provided. (Maximum request \$130.00/room)
- ☐ Other: Appropriate documentation provided.

(initial)

1 I have discussed the policies and procedures related to the requested travel with the ASG Leadership Advisor and agree to abide by all of the rules and regulations provided.

2 I assume responsibility to insure that an Emergency Form and Consent Liability Form is completed for each individual travelling and that these forms will accompany the travelers to their destination as well as a copy remain with the advisor or designee at The University of Akron.

3 The organization agrees to finalize any outstanding financial documentation to the SOuRce within one (1) week post-travel.

Travel Requestor (signature)

Date

ASG Leadership Advisor (signature)

Date