

Student Group Funding for Travel Request

Please note that completing this form does not guarantee appropriation of funds.

Student Group Name: _____
Student Group Contact Person(s): _____
Cell #: (_____) _____ Email: _____@mynccc.niagaracc.suny.edu

EVENT INFORMATION

Name of Event/Conference: _____ Date(s): ___/___/___ - ___/___/___

Location: _____ Number of attendees: _____

Early Bird Registration Deadline: ___/___/___ Last Date to Register: ___/___/___

Travel By (Please Check): Bus Air Plane Train Car
 Other _____

If traveling by car please indicate: Who is driving? _____ Will the vehicle be rented: YES NO

How are members of the student group selected to attend?

What will your student group gain from attending this conference/event? _____

If Student Senate does not award the full amount requested, how will your group obtain the remainder?

—Complete the budget work sheet on the flip side of this form—

—Attach any supporting documentation (conference schedule, workshop list, etc.)—

*All completed forms must be received by Student Life at least ninety (90) business days prior to the proposed travel date.
Once reviewed by Student Life, the proposal will be forwarded to Student Senate for final approval and funding.*

Student Group President Signature: _____ Date: ___/___/___

Student Group Advisor Signature: _____ Date: ___/___/___

FOR OFFICE USE ONLY

Date Received: _____

Student Life Initials: _____

Student Senator Initials: _____

On Student Senate Agenda for: ___/___/___

Amount approval: _____

Received By: _____

Approval Emailed: ___/___/___

Budget Worksheet

Expenses*	Total Cost
Conference/Event Registration	\$
Accommodations (Hotel) - Rate per night \$ ____ Total Rooms ____	\$
Vehicle Rental (Enterprise) - Number of days ____	\$
Gas and Tolls	\$
Airfare (Round trip)	\$
Other	\$
TOTAL EXPENSES	\$
Amount Requested to be Funded by Student Senate	\$

* Please attach an itemized list for each applicable category and any other anticipated expenses

Travel Itinerary

Departure Date: __/__/__

Time: __:__

From: _____

Arrival Date: __/__/__

Time: __:__

Destination: _____

Hotel Name: _____

Address: _____

Departure Date: __/__/__

Time: __:__

From: _____

Arrival Date: __/__/__

Time: __:__

Destination: _____