

Student Travel Funding Assessment Form

Please complete this form and return to the Student Government Association office (Walb 225), no later than ten (10) business days after the date of return from the trip or within ten (10) business days of receipt of the funding check if not received before the trip. Please only include expenses that were purchased using the Student Travel Fund. Do not include any expenses that were purchased using external funding sources. Print legibly.

Funding Request Number: _____

Name of Individual, Academic Group, or Student Organization: _____

Recipient of Funds (circle one): STUDENT ORGANIZATION INDIVIDUAL ACADEMIC GROUP

Preparer Name: _____ Preparer PFW Email: _____

Title of Event/Conference/Workshop: _____

Destination of Trip (City, State, Country): _____

Departure Date: _____ Return Date: _____

First and Last Names of Everyone on Trip: _____

(use back of form if needed) _____

Budget Line Item	Amount Requested	Amount Received	Amount Spent
Airfare			
Ground Transportation			
Lodging			
Conference/Registration Fees			
Travel Insurance			
Total:			

Did you find the Student Travel Funding Process easy to understand? ___ Yes ___ No Did

you find the Student Travel Funding Process to be efficient? ___ Yes ___ No Did

you find the Student Travel Funding Process to be fair? ___ Yes ___ No Given

the opportunity, would you request Student Travel Funding again? ___ Yes ___ No

Final Checklist

Please initial each task as you complete it. Once all tasks have been completed, sign and date this form and turn it in to the Student Government Association Office, Walb 225.

____ Student Travel Funding Assessment Form to be turned in to the Student Government Association Office, Walb 225

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____ Submit **ALL** Receipts to the Student Government Association Office, Walb 225, no later than ten (10) business days after the date of return from the trip.

____ Complete Reimbursement steps as communicated by the Student Travel Fund Coordinator

____ Submit a one-page graphic representation of experience (i.e. event information from request, attendee quotes, details of what was learned, picture, etc.) to the Student Travel Fund Coordinator no later than two weeks following return date.

Please sign below to acknowledge that the above information is as accurate as possible and was prepared using receipts provided to the Student Government Association Office, Walb 225

Preparer Signature

Date