**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. Print legibly.

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Funding Request Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Student Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient of Funds (circle one): STUDENT ORGANIZATION INDIVIDUAL

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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Budget Line Item** | **Amount Requested** | **Amount Received** | **Amount Spent** |
| Airfare |  |  |  |
| Ground Transportation |  |  |  |
| Lodging |  |  |  |
| Conference/Registration Fees |  |  |  |
|  |  |  |  |
| 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

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**Final Checklist**

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

\_\_\_\_\_ 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.

\_\_\_\_\_ Certification for Missing Receipt (if needed)

\_\_\_\_\_ Substitute W9 (if needed)

\_\_\_\_\_ Payee Certification

\_\_\_\_\_\_ 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.

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**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