



# Travel Budget Request Form

Due one Month Prior For In State Events

Due two Months Prior For Out of State Events

*This form is to be used when requesting funding for an event when travel is required.*

Date: \_\_\_\_\_

## Contact Information

Name: \_\_\_\_\_

Student Organization, Point of Contact; Contact Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1) Please summarize your expenditure. What is it for? What activity/event will occur? When will it start & end, and which date(s) will it take place? Who is the intended audience? Any other details?

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2) How does this event connect with the purpose of Germanna Community College and the Student Organization? Is it educational, promoting social interaction, open to all students?

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3) Please list or attach a detailed list of expenditures. What is the total amount of funding requested? How is it broken down?

- a. Transportation – air fare, car rental or mileage, parking, etc.
- b. Lodging – cost per night, number of nights, taxes
- c. Registration Fees – per person, how many people
- d. Advisor – what advisor is traveling with the group