



Travel Request Form
Fiscal Year 2019 - 2020



Note: Funding provided by the Student Government Association does not imply or express liability. Students and student organizations utilizing Activity & Service Fee funds for travel are not covered by University of Central Florida insurance unless travel is for official SGA business.

Organization (if applicable)		Allocation #, Senate Bill #, or Budget Line		Today's Date	
☐ Individual ☐ Group Leader Name (print) Employee/OPS Yes No US Citizen Yes No Student Yes No		Address		NID	Phone
				E-Mail:	
Trip Destination (include city and state)		Date & Time of Departure		Date & Time of Return	
Justification / Purpose of Trip				List All Funding Sources for This Trip	
Benefit to Student Body					
Registration (Conference)				Contact	
Address					
City/State/Zip				Phone	
Transportation (Name)				Contact	
Address					
City/State/Zip				Phone	
Hotel				Contact	
Address					
City/State/Zip				Phone	
Estimated Costs		Detailed Notes/Calculations			
Registration					
Transportation					
Hotel					
Other (specify)					
TOTAL		<i>Please attach all documentation for trip and costs. For Group Travel, attach Group Travel Roster List</i>		(A&SF Business Office Use Only)	
Print Advisor Name (if applicable)					
Advisor Signature (if applicable)		Date			
Traveler's Signature*	Date	Authorized Signature (not traveler or group ldr.)	ASFBO Accountant Signature	Date	ASFBO Requisition Approver
Traveler Name (print)		Print Name(s)	Requisition #	Initials	Date

Important Note:

1. All travel requests **must** be submitted at least **TEN (10) BUSINESS DAYS** prior to the earliest required expenditure for your trip. If any of the travelers are Non-US citizens, the travel request **must** be submitted at least **FIFTEEN (15) BUSINESS DAYS** prior to the earliest required expenditure for your trip.
2. **DO NOT** pay for travel expenses that the allocation will cover unless instructed by the assigned accountant. We do not offer reimbursements after-the-fact.
3. All travel requests must follow the guidelines set forth by the Student Government Finance Code and the A&SF Business Office's Financial Training. By signing above, you are certifying that you understand these rules and will abide by them.