

Travel Request Form
Fiscal Year 2020-2021



Note: Funding provided by the Student Government 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 SG business.

Organization (if applicable)				Allocation #, Senate Bill #, or BL #				Today's Date			
Individual Yes No		Group Leader Yes No		Employee/OPS Yes No		U.S. Citizen Yes No		Student Yes No		NID	
First Name (Print)				M.I.		Last Name					
Address						City				State	Zip
Email								Phone			
Trip Destination (City & State)						Date & Time of Departure			Date & Time of Return		
Justification or Purpose of Trip								List All Funding Sources for This Trip			
Benefit to Student Body											
Registration (Conference)											
Address				City				State		Zip	
Contact				Phone							
Transportation (Name)											
Address				City				State		Zip	
Contact				Phone							
Hotel (Name)											
Address				City				State		Zip	
Contact				Phone							
Estimated Costs						Detailed Notes or Calculations					
Registration											
Transportation											
Hotel											
Other (Specify)											
TOTAL						Please attach all documents and cost. For Group Travel, attach Group Travel Roster.				(A&SF Business Office Use Only)	
Advisor's Name (Print) (if applicable)											
Advisor's Signature (if applicable)						Date		Accounting Specialist Signature Date ASFO Approver			
Traveler's Name (Print)				Date		2 nd Authorized Name (Print)					
Traveler's Signature				Date		2 nd Authorized Signature				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 Accounting Specialist. 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.