

# Student Activity Fee Advisory Committee

## Request for TRAVEL Funds

Please use one form per activity/request.

**Student Club/Organization:** \_\_\_\_\_

**Sponsor Requesting Funds:** \_\_\_\_\_

**Activity Title:** \_\_\_\_\_

**Activity Description:** \_\_\_\_\_

**Number of Students:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Sponsor Names:** \_\_\_\_\_

**Purpose and/or value of this activity to students:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is this activity required of students for completion of a class/program?**  Y  N

**Breakdown of expenditures (please give as much detail as possible at this time):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_

**Priority if more than one request is submitted:**  1  2  3

**Initiator:** \_\_\_\_\_ **Department Chair:** \_\_\_\_\_

**Division Chair/Administrator:** \_\_\_\_\_

Please attach any supporting documentation or justification.