

Attaching a Roster is REQUIRED for this request to be considered by either the Executive Committee of the Senate.

Partial Travel Request

Directions for Completion: Please fill out form completely. Do not include any costs incurred by participation of advisor or sponsor. Be sure to attach a full roster of all Students attending. Forms must be returned to the Senate Office before the Executive Meeting (For Dates and Times of the Executive Meeting please check with the Student Senate Office).

Failure to complete this form may require the postponement of the requests hearing. Your attendance at the Senate meeting (Thursday @ 6:30) for questions by the Senate is requested, and strongly encouraged, but not required.

Organization Requesting Assistance:

Contact Person:

Name: _____

Position: _____

Phone: () _____

Email: _____

Is Sponsor Attending?

No

Yes Name: _____

Phone: () _____

Event Location/Description:

City/State: _____/_____

Specific Location
(I.E. Conference Center, Hotel, Please include Address):

Date & Time of Departure:

___/___/___ ___:___ am/pm
MM / DD / YYYY

Date & Time of Return:

___/___/___ ___:___ am/pm
MM / DD / YYYY

Transportation:

Vehicle Type (Mark any that are appropriate):

University Cost: \$ _____

Rental Cost: \$ _____

Personal Cost: \$ _____

Air Cost: \$ _____

Cost Break Down (Be as Specific as Possible):

Transportation: \$ _____

Lodging: \$ _____

Registration/Fees: \$ _____

Meals: \$ _____

Other: _____ \$ _____

Total Estimated Cost: \$ _____

Estimated Cost Per Person: \$ _____

Total Amount Requested: \$ _____

Fundraising/Other Means of Funding

(Please be Specific):

On the back of this sheet of paper or on additional pieces of paper please explain, in full, what the purpose of this trip is, and be sure to attach all appropriate information (locations/dates/activities/affiliates/etc.) with this form. The more information that you can provide the greater chance that the request can go immediately to the Senate. The Executive Committee reserves the right to postpone the hearing of Partial Travel Requests in the absence of completed forms or inconsistent information.

For SGA Use Only:

Amount Approved by Senate: \$ _____ Presiding Officer: _____

It is the responsibility of the requesting organization to follow up with, be informed about, and to see to the completion of their request.