Undergraduate Travel Application Checklist

Cover of Application Packet

Are you applying as: an individual student ☐ a Student Organization ☐

Student Name or Student Organization Name: ____________________________________________

If travelling as a Student Organization, how many students will be travelling total? __________

Specify type of travel: Day travel (not overnight) ☐ In state (overnight) ☐ Out of state ☐

Check if you are requesting funding ☐ Total Amount Requested: ________________________

Total Amount Allowed: Please check travel type and amount requested in the box below.

<table>
<thead>
<tr>
<th>Travel Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Out-of-state travel, presenting/competing</td>
<td>Up to $600</td>
</tr>
<tr>
<td>In-state travel, presenting/competing</td>
<td>Up to $300</td>
</tr>
<tr>
<td>Out-of-state travel, attending only</td>
<td>Up to $200</td>
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<tr>
<td>In-state travel, attending only</td>
<td>Up to $200</td>
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Check if you are solely requesting travel approval (funding obtained outside of University Travel Committee) ☐

Purpose of Travel: Presenting ☐

Competing ☐

Attending ☐

If presenting or competing, please attach a letter confirming your invitation or some other proof ☐

Follow steps (1-7) below for completing the travel application process.

Start this process 5 weeks in advance of your departure date.

1. Set up and attend mandatory travel meeting with Campus Recreation (if sports club), Multicultural Affairs (if multicultural/spiritual organization), Fraternity and Sorority Life (if fraternity or sorority), your campus Student Involvement & Leadership office (if student organization not listed above), or Student Government (if applying as an individual) ☐
   Date of Meeting: __________ ☐

2. Read the Student Travel Policy prior to your meeting and look up all required travel forms. All policies/forms can be found online at: http://www.fau.edu/sg/sgtravel.php ☐

   ___ Yes
3. Complete the following three forms
   a. Student Travel Code of Conduct (1 per student)
   b. Request to Travel Form (1 per group-complete with documentation to confirm all costs & Advisor(s) signature)
4. Copy of Conference/Event Confirmation or Registration (if applicable)
5. Create Letter of Justification on behalf of the Student/Student Organization
6. List of group members travelling with all information required on Request to Travel Form (Z Number, Name, Email, Address, etc.)

Have you received, or are you requesting funding from any other department/funding board of the University? If Yes, please specify amount

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7. **No later than 4 weeks in advance of date of travel** turn travel packet (including this checklist as cover page) into appropriate Student Affairs Department on your respective campus. Make a copy for yourself!

**Boca Raton Campus:**
- Sports Club, Campus Recreation, Building 91, 103
- Fraternity/Sorority Life Organization, Building 31, 218
- Multicultural/Spiritual Organization, Building SSB – 8, 224
- Any other Student Organization, Building 31, 220
- Individual Student Travel, SG, Building 31, 221

**Davie Campus:** Frederique Frage, Building SD, 203

**Jupiter Campus:** Adam Ferrando, Building SR 151, MC03

**AT LEAST 2 WEEKS in advance of TRAVEL**

**UPON RETURN FROM APPROVED TRAVEL:**
**NO LATER THAN 10 business days after you return** ALL receipts and travel documentation must be turned in to the Student Government Office. Below is the breakdown what should be included in documentation for reimbursement purposes.

**ALL RECEIPTS SHOULD BE ITEMIZED**

- Proof of attendance at the conference/competition
- Saved itinerary and a copy of the air travel ticket or e-ticket with a detailed breakdown of fare information AND all boarding passes
- Saved conference registration receipt and detailed conference program or tournament registration
- Saved detailed hotel bill itemized for room charges, taxes, and other services (indicating charges that have been paid)
- Original receipts from any car rental/public transportation services

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