



**University of Central Florida
Activity & Service Fee Business Office
Travel Request Form
FY 2016 2017**

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)		Budget Line or Allocation #		Today's Date	
<input type="checkbox"/> Individual <input type="checkbox"/> Group Leader Name (print) Employee/OPS - Yes <input type="checkbox"/> No <input type="checkbox"/> US Citizen - Yes <input type="checkbox"/> No <input type="checkbox"/> Student - Yes <input type="checkbox"/> No <input type="checkbox"/>		Address		NID	Phone
Trip Destination (include city and state)		Date & Time of Departure		Date & Time of Return	
Justification / Purpose of Trip		Benefit to Student Body		List All Funding Sources for This Trip	
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

*All travel requests need to be made at least **TEN BUSINESS DAYS** prior to the earliest required expenditure for your trip. If any of the travelers are non-US citizens, the travel request should be made at least **fifteen business days** prior to the earliest required expenditure for your trip. 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.