



University of Central Florida
Activity & Service Fee Business Office
Travel Request Form
FY 2009 - 2010

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)		Address		SS#	Phone
Employee/OPS - Yes No US Citizen - Yes No				E-Mail:	
Trip Destination		Date & Time of Departure		Date & Time of Return	
Justification / Purpose of Trip				List All Funding Sources for This Trip	
Benefit to Student Body					
Registration (Name)			Contact		
Address					
City/State/Zip			Phone		
Transportation (Name)			Contact		
Address					
City/State/Zip			Phone		
Hotel			Contact		
Address					
City/State/Zip			Phone		
Estimated Costs		Notes/Calculations			
Registration					
Transportation					
Hotel					
Other					
TOTAL				<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <u>Please attach all documentation for trip and costs. For Group Travel attach Roster List</u> </div> (A&SF Business Office Use Only)	
Advisor (print)					
Advisor's Signature		Date			
Traveler's Signature Date		Authorized Signature(s) Date		ASF Business Office Signature Date	
Print Name		Print Name(s)		Requisition #	