

Chippewa Valley Technical College Student Government

TRAVEL/CONFERENCE - Club/Organization Funding Request

(Requests will be reviewed within two weeks of submission.)

Name of Club/Organization: _____

Advisor's Name: _____ Office #: _____

Advisor's Email: _____ Phone #: _____

Date(s) of Activity: _____ Location of Activity: _____

Is Activity Limited to Program Students? _____ Number Expected to Attend: _____

Total Cost of Activity: \$ _____ Amount being Requested: \$ _____

Transfer \$ to following Club Account: Fund 700 _____ / Org 93403 / Account 4729 / Program 0

Describe Activity/Conference: _____

How is this activity expected to benefit CVTC students? _____

Attach any supporting documentation relating to following estimates
(i.e., quotes, conference brochures, website, etc.)

TRANSPORTATION:		Estimated Cost
Personal Vehicle:	(_____ vehicle(s) x _____ miles x 38.5 cents)	\$ _____
Rental Vehicle:	(_____ vehicle(s) x _____ cost)	\$ _____
Motor Coach:	(_____ buses x _____ cost)	\$ _____
Airfare:	(\$ _____ tickets x _____ students)	\$ _____
Hotel:	(_____ number of rooms x \$ _____ cost per room x _____ number of days)	\$ _____
Registration:	(\$ _____ fee x _____ students)	\$ _____
TOTAL		

Advisor's Signature: _____ Date: _____

Student Life/Student Government Use Only:

Request Received: ___ / ___ / ___ by _____ from _____

A) Budget Committee Reviewed: ___ / ___ / ___

B) Ex. Board Reviewed: ___ / ___ / ___

C) SGA Reviewed (if needed): ___ / ___ / ___

Amount Approved: \$ _____ by A – B on ___ / ___ / ___

Receipts Received: ___ / ___ / ___ by _____ from _____

Transferred into above account by _____ on ___ / ___ / ___

Notes:

Attach copy of "request to transfer" sent to Business Office