

STUDENT ACTIVITIES TRAVEL FUNDING APPLICATION

To: Student Organizations, Student Organization Advisors, MSUM Students

From: Sandra Schob , Activities Business Manager 477-2486 schobsa@mnstate.edu

Re: Travel funding application process

Travel Funds are available for currently recognized MSUM student organizations, groups and individuals. This form is for requesting travel funds not previously allocated to an organization's base budget, post season travel funds or for individual MSUM students requesting travel funding assistance.

Step 1: Complete all pages of this form. Incomplete forms will not be considered for funding.

Step 2: Attach a copy of the conference, workshop or event itinerary to this request.

Step 3: When completing pages 2, 3 and 4, make sure any expenses you estimate are fully allowable.

"Allowable expenses" include: lodging, transportation, registration fees, event parking, supplies, meals for students and in some cases, expenses for accompanying faculty/staff.

"Non-allowable expenses" include: phone calls, parking fines, non-MSUM students/parents/spouses/ Faculty/or staff expenses and expenses incurred before or after the dates of the event,

Step 4: Submit completed form via email or in printed form to the Activities Business Manager at the Comstock Memorial Union Room 222E. Call 477-2486 or email schobsa@mnstate.edu if you have any questions regarding this application process.

Step 5: The Activities Business Manager will contact the Student Activity Budget Committee (SABC) to arrange a time for you, or a representative of your organization/group, to present the request in person at an upcoming SABC meeting. Requests may be granted (in part or in full) or denied by SABC.*

The Activities Business Manager may circulate this request to the University President, College Deans and other academic or administrative offices on campus based on the nature and appropriateness of the travel request.

**MnSCU(Minnesota State Colleges and Universities) financial policy dictates the procedures for management of activity fee funds. Your supplemental funding dollars are activity fee funds and so I and SABC must follow MnSCU policy when allocating or determining the merits of awarding activity fee funds to student groups or individuals.*



MSUM Student Activities Travel Funding Application

Name of Organization or Individual Applicant: _____

Destination City: _____

Name of Event: _____

Start Date of Event: _____ End Date of Event: _____

Applicant's Name (please print): _____

Applicant's Phone # _____ Applicant's Email: _____

Advisor Name (please print): _____ Advisor Email: _____

Advisor Signature: _____

Total Amount Requested \$ _____

Please answer the following questions regarding this travel event:

Number of MSUM students traveling _____ Faculty/Staff _____

Are you or any member of this group:

Presenting a paper/research topic? ____ (Y or N) If Yes, how many students are presenting? _____

Please describe the paper or topic:

Are you or any member of this group;

Attending as a "Presenter" of an educational session? _____ (Y or N) If Yes, how many students are presenters? _____

Please describe the content of the presentation:

Are you or any member of this group attending this event as:

Observers only? _____ (Yes or No) If Yes, how many will be observing? _____

Are you or a member of this group attending this event as:

Volunteer(s)? _____ (Yes or No) If Yes, how many will be volunteering? _____

If this is a sporting, music or theater event, were there any qualifying contests which the team/ensemble/troupe had to win in order to attend this specific event? _____ (Yes or No)

If you answered yes to the previous question, please explain the process for qualifying:

Please describe what this event is and how it will benefit you, your student group and the University community:

Estimate of Travel Expenses

Please enter estimates for each travel-related cost that you anticipate.

Transportation (place 'x' next to type of transportation used)

State Vehicle Van _____ State Vehicle Car _____ Private Vehicle _____

Airline _____ Commercial Bus _____ Off campus Rental vehicle _____

Calculate cost of vehicle

(Multiply round trip miles times "cents per mile" based on the type of vehicle you are using)

of miles(round trip) _____ x .485(private vehicle)/mile x # of vehicles _____ = \$ _____

of miles(round trip) _____ x .60 (state van)/mile x #of state vans _____ = \$ _____

of miles (round trip) _____ x .48 (state car)/mile x #of state cars _____ = \$ _____

Add \$5.00 per day, per state vehicle for usage fee = \$ _____

Add any airport parking fees = \$ _____

Cost of Airline Number of tickets _____ x \$ _____ per ticket = \$ _____

Add shuttle fees for airport to hotel shuttle = \$ _____

Add baggage fees = \$ _____

Commercial Bus Number of tickets x \$ _____ per ticket = \$ _____
 -or- Flat rate for bus rental _____

Off Campus Rental Vehicle(not commercial bus) = \$ _____

A). Total Transportation Cost (add all lines above)..... = \$ _____

MSUM Student Activities Travel Funding Application (page 4)

Estimate of Travel Expenses

Cost of Lodging

Number of rooms _____ x cost per room/night _____
 x number of nights _____ = \$ _____

Cost of Registration/Entry Fee

Flat fee (not based on number of students) = \$ _____

Registration based on #students _____ x \$ _____ per student = \$ _____

Meal Subsidy Cost (based on subsidy breakdown of \$5 for breakfast, \$6 for lunch and \$8 for supper per SABC) Multiply # of students times # of meal type times dollar amount listed.

of students _____ x # breakfasts _____ x \$5.00= \$ _____ (multiply the 3 items)

of students _____ x # lunches _____ x \$6.00= \$ _____

of students _____ x # suppers _____ x \$8.00= \$ _____

Special banquets
 #students _____ x meal cost per student \$ _____ = \$ _____

Add all meal costs and enter here>>>>>> = \$ _____

B). Add Lodging, Registration and Meal costs. = \$ _____

Summary of Travel Cost Estimates by Type

- A). Total Transportation Cost(from page 3) = \$ _____
- B). Lodging, Registration and Meals (above)..... = \$ _____
- C). Other expenses not listed above..... = \$ _____

Grand Total(GT) Travel Costs (A.+B.+C.from above)..... = \$ _____

(Subtract): Any money contributed by students.....= \$(_____)
(Subtract): Any money received from department.....= \$(_____)

Net Amount Requested for Travel Funds(GT – money received) = \$ _____

This amount should equal the amount you entered on Page 1