**FORM III: TRAVEL REQUEST**

**Student Reserve Board (SRB)**

**REMINDER: SRB will only fund a maximum of six (6) attendees’ travel costs. Please read through SRB Code Section L for all stipulations regarding travel funding. Also, please include a typed description of the benefits for your organization attending this conference and the benefits that the entire University will gain from your travels.**

**General Information**

1. Name of conference, workshop, convention, or competition.

2. Location/Destination

3. Reason for Trip:

4. Name and position of person(s) attending

 Name Position/Title

 Name Position/Title

 Name Position/Title

 Name Position/Title

 Name Position/Title

 Name Position/Title

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSES** | **Previous Amount** **SPENT** | **Current****REQUEST** | **ALLOCATION (to be filled out by ASLMU Treasurer)** |
|  A. Transportation  |  |  |  |
|  1. Personal Vehicle # \_\_\_\_\_ Miles x $.48 per mile  |  |  |  |
|  2. Rental Car/Van  |  |  |  |
|  3. Airfare  |  |  |  |
|  4. Other (specify) |  |  |  |
| SUBTOTAL  |  |  |  |
|  B. Registration # \_\_\_\_\_ people x $\_\_\_\_\_ registration fee per person  |  |  |  |
|  C. Lodging $\_\_\_\_\_ cost of hotel x \_\_\_\_\_ nights  |  |  |  |
| D. Other  |  |  |  |
| 1.  |  |  |  |
|  2.  |  |  |  |
| **TOTAL TRAVEL EXPENSES (for this trip)** | $  | $  | $ |
| Club / Organization Contribution  |  |  |  |
| SRB Request  |  |  |  |