**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 |  |  |  |