

MSAC Travel Budget Proposal

Organization:

Meeting/Conference:

Name:

Date:

Location:

Attendees:

Expenses:

Registration:

of attendees ____ X fee of _____. = total: _____.

Transportation:

of airline tickets ____ X fare of _____ = total: _____.

Estimated cost of fuel/parking _____.

Lodging:

of hotel rooms ____ X cost of each _____ = total: _____.

Food/Other:

include itemized receipts for each meal

Expenses GRAND TOTAL: _____.

student signature

date

treasurer signature

date

VERY IMPORTANT!!!

1. Please include copy of brochure and/or registration from your meeting/conference
2. Please list all attendees from your organization (even if MSAC funds will not be used)
3. If purchasing airline tickets through MSAC, please obtain your estimate from Cooper Travel, Tiger Travel, Canterbury Travel, or Summit Travel

VERY, VERY IMPORTANT!!!!

MSAC receives a limited amount from the University, which is then distributed onto the students. In order to avoid unnecessary expenses, here are a few ground rules.

1. MSAC will not reimburse for personal auto mileage, but will reimburse for gas (with receipts)
2. MSAC will not reimburse for car rentals, UNLESS it has been preauthorized **BEFORE** the trip.
3. MSAC will not reimburse for personal hotel rooms—please share rooms if/when possible
4. MSAC will not reimburse unless ***itemized* receipts are turned in**
5. MSAC will reimburse in a first-come first-served basis until all travel funds have been used—after which travel will not be reimbursed