

Tentative Travel Worksheet

GROUP SPONSOR

Group Name: _____ Organizational Budget #: _____
 Coordinator Name: _____ Coordinator Phone #: _____
 Coordinator Email: _____

TRIP DETAILS

Destination City & State : _____ Event Date(s): _____
 Trip Description: _____

 # of Travelers: _____ Faculty/Staff Sponsor: _____ traveling with students

TRANSPORTATION

- Motor Pool Vehicle** Number of days: _____ Round trip miles to destination: _____
 Airfare Round trip \$ per seat: _____ # of seats: _____
 Travel Agency: _____ Agency fee: _____
 Airport Shuttle Round trip \$ per seat: _____ # of seats: _____
 Public Transportation Round trip \$ per seat: _____ # of seats: _____
 Personal Vehicle Round trip miles to destination: _____ Name of driver: _____

LODGING

- Hotel or Hostel Name:** _____
 \$ per room/bed: _____ # of rooms/beds: _____ # of nights: _____
 Vacation Rental Name: _____
 \$ per night: _____ # of nights: _____

FEES

- Conference Registration** \$ per registrant: _____ # of registrants: _____
 Event Tickets \$ per ticket: _____ # of tickets: _____
 Other _____ \$ _____

BUDGET & FUNDRAISING

Do you currently have funding allocated for this trip? No Yes If Yes, how much? \$ _____
 Source of funding: S&A Board Clean Energy Committee Fundraising
 Cosponsoring organization/department(s): _____ Amount of contribution: \$ _____

PROJECTED COSTS
Motor Pool: \$ _____
Airfare + Agency Fee: \$ _____
Airport Shuttle: \$ _____
Public Transportation: \$ _____
Mileage: \$ _____
Lodging: \$ _____
Conference Fees: \$ _____
Tickets/Entrances Fees: \$ _____
Other: \$ _____
Total Projected Cost: \$ _____
15% of Total Cost: \$ _____

Student organizations requesting travel funds are required to fundraise 15% of the cost of the trip as designated by the S&A Board. How will your organization raise 15% of the trip costs?

TRAVELER SELECTION & CAMPUS CONTRIBUTION

How will you inform the campus community about this opportunity?

What process will you use to select students to attend the trip?

How will this trip enrich the work your student group is doing on campus?

How will you share the experience gained from this trip with the campus community?

ONCE THIS PAGE IS COMPLETE, MEET WITH YOUR ADVISOR FOR NEXT STEPS

ADVISOR REVIEW

NOTES

recommend
 recommend with reservations
 do not recommend as presented

Advisor Signature: _____ Date: _____

TRAVEL GUIDELINES

Trip Types	Day Trip	Over-night Trip	Airplane Trip
Type Definitions	A trip using ground transportation to a local destination within 100 miles roundtrip perhaps with an entrance fee	A trip that includes ground transportation for more than one day, lodging for overnight stays, and event fees, with a selection process for who gets to attend	A trip that includes air travel and ground transportation, lodging for multiple days, conference or event registration fees, and an attendee selection process
Trip Example	8 members of the History Club driving to the Washington State History Museum in Tacoma, WA	12 students driving to Portland, OR to attend the Student Leadership Conference for 2 nights	4 graduate students attending a national conference in San Diego, CA for 3 nights
Planning Steps	ALL TRIPS <input type="checkbox"/> complete this Tentative Travel Worksheet, <input type="checkbox"/> meet with your advisor for review, <input type="checkbox"/> submit with budget proposal to the S&A Board for funding and/or approval, <input type="checkbox"/> advertise the trip to constituents and campus, and <input type="checkbox"/> raise 15% of the cost of the trip.		
	<input type="checkbox"/> work with advisor to submit travel paperwork, reserve Motor Pool vehicle or arrange personal vehicle use, pay event fees <input type="checkbox"/> submit travel roster with A# and driver information	<input type="checkbox"/> select attendees <input type="checkbox"/> work with advisor to submit necessary travel paperwork, reserve Motor Pool vehicle and lodging, pay event fees <input type="checkbox"/> submit travel roster with A# and driver information	<input type="checkbox"/> select attendees <input type="checkbox"/> work with advisor to submit necessary travel paperwork, reserve airfare, ground transportation, and lodging, pay event fees <input type="checkbox"/> submit travel roster with A# at least 1 month in advance
Deadline if you have Board \$	2 weeks	1 month	2 months
Deadline if you need Board \$ or using fundraising	1 month	2 months	2 months

