

# 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: \$ \_\_\_\_\_

**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?**

### 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:**

## 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	<b>ALL TRIPS</b> <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

