

Club Programming Committee

Travel Application

(Page 1 of 2)

Before completing the application below, please read all rules and regulations in the Club Programming Committee Guidelines & Application for Travel Funding booklet. **Submit completed applications to the Bonnie Hurlburt Student Center Room 235.** Applications will not be considered less than **FIVE** weeks in advance of first date of domestic travel and **EIGHT** weeks in advance of first date of international travel. Please note that money will not be given upfront for travel expenses. Reimbursements can be made for transportation expenses. Lodging and flights must be reserved through the Student Activities Account Manager (Liz Koch, Hurlburt 216).

Conference or event name: _____

Date(s) of travel: _____

Conference or event location: _____

Organization requesting funds: _____

Is this an annual conference required by your National Organization? _____

Has your organization traveled to this conference or event before? _____ If so, when? _____

When did your organization learn of this travel opportunity? _____

Is your organization presenting, competing, or receiving an award? _____ If so, please explain.

List other sources of funding: _____

How much money will be provided by fundraising and organizational funds for this trip? _____

Person responsible for coordinating payment of bills: _____

Please use additional paper, if necessary, to answer the following questions:

What types of fundraising projects have been completed to obtain funds for this trip?
Please provide evidence of fundraising for this trip as an attachment to this application.

How will this travel opportunity benefit your organization, all students, as well as the RU community?

In what ways will your organization present the information learned during this travel opportunity to RU students and the Radford University community?

Submit a description of planned activities. *Please attach itinerary, agenda and/or conference schedule to this application.*

TOTAL COST REQUESTED FROM CLUB PROGRAMMING COMMITTEE:
\$ _____

I have read and agree to all the information in the Club Programming Committee Travel Funding Application form and guidelines. I understand that if the amount spent should exceed the amount approved in any area, the sponsoring organization will be responsible for the difference. The organization is required to send a representative(s) to the Club Programming Committee meeting to discuss the application with the committee. The applicant will be contacted regarding the date and time of the Club Programming Committee meeting that the application will be reviewed.

Applicant's Signature: _____ Date: _____ Phone: _____

Print Name: _____ Email: _____

Advisor's Signature: _____ Date: _____ Phone: _____

Print Name: _____ Email: _____