Travel Allocation

Fall Travel Requests due by Wednesday, September 7.

Spring Travel Requests due by Thursday, February 9.

Things to keep in mind:

- Your group must be recognized.
- Only members taking more than seven credits are eligible.
- Food allowances will not be funded.
- Drive green...keep your speed at 65 mph.

Guidelines for request amounts:

- Personal Car: $.15 per mile per car.
- Hybrid Car: $.20 per mile.
- Motor Pool: $.38-.62 per mile, plus $8.25-$15 per day as quoted (see p. 2).
- Commercial Travel: based on quote.
- Lodging: $20 per person, per night.
- Members are responsible for their own food and additional costs such as souvenirs.

The Travel fund is a pool of money set aside for the use of assisting groups who are attending conferences or going on trips that will enhance their experience as a group member. Travel Allocations are available at the beginning of each semester for recognized ASUM groups.

Clubs belonging to the Sports Union are not eligible for Travel Allocations.

To request money for travel, groups should fill out a request form stating where the travel will take place, how many members will be attending, the purpose of the travel, and the details of the trip costs.

Travel Allocations are not deposited into group accounts. Rather, Travel expenses are paid from the ASUM Administration Travel Allocation account – please see Phoebe Hunter, ASUM Office Manager, for assistance once you’ve received your allocation.

Please see the ASUM Business Manager with any questions you may have.
Travel Request Form

Group Name: ________________________________

Person(s) Preparing the Request: ________________________________

Contact Phone Number: ____________________________ E-mail: ________________________________

ASUM Index Code: ____________________________ Trip Destination: ________________________________

Trip Description: ________________________________________________________________

Dates of Trip: ________________________________ Number of People Attending: ________

Please attach a cover letter explaining the details and purpose of the trip, how it will benefit your group, who is going, any steps you have taken to minimize the cost, and any other details that may help ASUM when considering your request.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount Requested</th>
<th>Board Approved</th>
<th>Senate Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Car</td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td>Hybrid Car</td>
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<td>Commercial</td>
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<tr>
<td>Motor Pool</td>
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<td>Lodging</td>
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<tr>
<td>Registration Fees</td>
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<tr>
<td>Other</td>
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</tr>
<tr>
<td>Sub Totals</td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>

Other Sources of Funding: ________________________________________________________________

____________________________________________________________________________________

Total Amount Being Requested: $____________________ Total Cost of the Trip: $____________

Group Member Signature: ________________________________ Date: ________________

For ASUM Use:

Board on Budget and Finance: Total Amount Approved: ________________ Date: ________________ X: ________________

ASUM Senate: Total Amount Approved: ________________ Date: ________________ X: ________________
Travel Request Form – Explained

This request may be submitted for group members attending a conference or going on a special trip that will enhance their experience as members and as students. **Your group must be a recognized ASUM student group to apply for travel funding.** The Music and Sports Unions are not eligible for travel funding.

The group name is the name your group is recognized by, which you provided to ASUM on your Group Recognition Form.

The person preparing the request and the contact number should be the person who you want the ASUM Business Manager to contact with any questions about the request. This may be the group leader, but does not have to be.

The ASUM index code is the number that ASUM has assigned to your group for accessing your account. You can ask the ASUM receptionists for this code.

The trip description should be a brief statement about what the trip is (Ex. a conference on business ethics). Also don’t forget to fill in the trip destination.

In the table provided please fill in the amounts that you are requesting in the appropriate categories.

**Personal Car:** you are driving in cars belonging to members of your group. You are allowed to ask for $0.15 per mile per car.  
**Hybrid Car:** you are driving a hybrid vehicle. You are allowed to ask for $0.20 per mile.  
**Commercial:** you are using commercial travel such as an airplane, bus, or train.  
**Motor Pool:** you are traveling in one of The University of Montana cars available to student groups. You are allowed to ask for $0.38-$0.62 per mile per car, or $8.25-$15 per day as quoted.  
**Lodging:** the cost for a hotel/motel, hostel, camping fees, or other lodging. You are allowed to ask for $20 per person, per night.  
**Registration Fees:** some conferences will charge a group or per person fee to attend the conference.  
**Other:** any costs, except for food, not listed above can be requested in this category. Place the amount all categories added together in this box.

Do not worry about the sections labeled board approved and senate approved. These are for ASUM’s use.

Other sources of funding is anywhere else that you are receiving funding for the trip. Total amount being requested is the same as the amount in the sub total box. Total cost of the trip is the estimated total costs associated with the trip.

The group member who prepared the request should then sign and date it. A cover letter should accompany the request, briefly explaining the details and purpose of the trip, how it will benefit your group, who is going, any steps you have taken to minimize the cost, and any other details that may help ASUM when considering your request.