Student Leadership and Allocations Board

**Travel Budget Request**

If you are requesting money for an annual operating budget, use the Annual Operating Budget Request form.

If you are requesting money for a purpose other than travel, use the Simple Allocation Request form.

Submit this form to the Office of Student Accessibility Services in the Lower Level of the Campus Center by **12:00 Noon** on the **Wednesday** prior to your appointment. Otherwise, your appointment will be delayed to a later date.

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of KSU-Stark Students Traveling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Itemized Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Price per Unit** | **Quantity** | **Total Item Cost** | **Quote Verification?** |
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|  |  |  |  |  |
| **Total from Attached Sheet (if applicable)** |  |  |
| **GRAND TOTAL REQUESTED** |  |  |

You must attach verification for the price per unit.

For travel requests, be sure to include one or more of the following:

1. If flying or taking a train or bus, documentation of verified fares.
2. If driving your own vehicle, mileage estimates from Mapquest, Google Maps, or a similar site. (We can reimburse $0.565 per mile.)
3. If driving a rented vehicle, rental quotes and gasoline cost estimates.

If you need more space, attach an additional “Long Itemized Budget” Form.

**Names of KSU-Stark Students Traveling**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **kent.edu Email** |
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**Authorization** – The following signatures are **required** for the request to be processed.

President Treasurer Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Date Signature & Date Signature & Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Print Name Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Email Email