ASUU Travel Funding Process
Part 1

TRAVEL FUNDING PROCESS – Part 1

Remember:

- Only ONE trip per Request.
- Travelers must be a student at the time of travel.
- Students can apply for funding before OR after they travel.
- You can only request travel through a Student Organization or College Student Council
- Travel Allocations are included in an organizations max allotment based on classification

PART 1: Create/Submit a BUDGET REQUEST using the information below. Please follow the directions carefully and complete the form accurately to AVOID POTENTIAL RESUBMISSION. (Your travel request will receive a new date/time stamp upon resubmission. The NEW date/time stamp will place your Budget Request at the end of the queue!)

Navigation to create a Budget Request: Go to ASUU.utah.edu>Student Organizations> Login>My Memberships>Student Organization> More>Treasury>Manage Budgets>New Budget (green button)

1. BUDGET TITLE: Use the convention below for the Budget Title. Use commas and dashes as indicated.
   Travel – First and Last Name

2. BUDGET PERIOD: Leave as is.

3. ITEM TITLE: Type the location of your travel
   EX:
   Boise, Idaho
   Las Vegas, Nevada
   Paris, France
   Moscow, Russia

4. CATEGORY: Select the ONE travel category that applies to this trip. More information is provided on each form to ensure you have made the correct choice.

A. Group Department Supported Travel
   1) Your group IS a sponsored or affiliated student organization
   2) Final Reimbursement Request for University of Utah Travel Department MUST be prepared by the Department Travel Coordinator or Administrator.
   3) Two or more travelers with the same itinerary.
   4) ONLY ONE traveler completes this Budget Request for the entire group.
5) **ONLY ONE** reimbursement will be issued to reimburse the entire group via journal entry (if full reimbursement from the department has already occurred) or a check if reimbursement has not occurred.

6) ALL Travelers **MUST** be members of the **SAME ASUU student organization**.

---OR---

**B. Group Travel** (NO department support)

1) Your group **IS** a registered student organization.
2) Two or more travelers with the **same itinerary**.
3) **ONLY ONE** traveler completes this Budget Request for the entire group.
4) **ONLY ONE** reimbursement will be issued to the traveler applying to reimburse the entire group or one individual.
5) ALL travelers **MUST** be members of the **SAME ASUU student organization**.

---OR---

**C. Individual Department Supported Travel:**

1) You are traveling on behalf of a sponsored or affiliated student organization.
2) Final Reimbursement Request for University of Utah Travel Department **MUST** be prepared by the Department Travel Coordinator or Administrator.
3) Each individual must complete a separate Budget Request for their trip.
4) Contact information for DEPARTMENT PERSONNEL processing travel required: First & Last name, email, phone number.
5) The amount of funding received from outside sources (not ASUU) **MUST** be disclosed. (Estimates are acceptable.)

---OR---

**D. Individual Travel** (NO department support): Individual **does not** qualify as A, B or C above. The individual completes this Budget Request for the trip.

5. **FILL OUT ATTACHED FORM:** After selecting the category, a box with “Fill out attached form” will appear. Click on the box and a window with the form will open. The form **MUST** be completed. Each Form is specific to the category selected.

6. **NO. LINE ITEM:** the only option for travel Line Items is **Eligible Travel Expenses**. Select it from the drop-down menu. Please separate expenses by Line Items.

7. **DESCRIPTION:** Give a brief description of the eligible expenses you had (if you already traveled) or used to calculate your estimate (if you have not traveled).

    Template:

    What was the expense

    **Ex:** Flight
              Lodging
Eligible expenses: transportation, lodging (including one night prior to event and one night following event), registration, and poster printing

**IMPORTANT NOTE:** The TRAVELER’s name must be on the receipts for any expenses. For example if multiple people stay in a single room and are requesting funding they must all have their name on the receipt.

8. **REQUEST A BUDGET:** ASUU will fund 100% of the eligible travel expenses up to $600 per fiscal year. Your Budget Request should be the **TOTAL** of your actual or estimated travel expenses.

9. **SUMMARY:** Skip this. The information you upload will be adequate to justify the travel.

10. **ADD BUDGET ITEM:** Skip this. Only **ONE** budget item per Budget Request.

11. **UPLOAD CONFERENCE/EVENT DOCUMENTATION ONLY—NO RECEIPTS—NO LINKS** (use PDF, JPEG, PNG, etc.): Conference/Event Documentation must show the **NAME, DATE AND LOCATION** of the conference/event and may include a scanned brochure, schedule-at-a-glance, webpage screenshot, or an official sport club schedule. Additionally, **GROUPS** need to upload a roster of students traveling.

12. **ANY ADDITIONAL COMMENTS?** NOT required.

13. **PLEASE REVIEW YOUR APPLICATION CAREFULLY!** If we have to request additional information your Budget Request is given a new date/time stamp. The **NEW date/time stamp will place your Budget Request at the end of the queue!**

14. **CLICK “Save & Finish Later”** if you have not completed all of the required fields or you have any questions. You can return to your Budget Request by logging into your ASUU student organization portal, then follow the navigation below.

**Navigation to Budget Request:** Go to ASUU.utah.edu>Student Organizations/Login>My Memberships> More>Treasury>Manage Budgets>Budget Requests for your student organization are listed. Your Budget Request will have a status of “Partial”.

15. **CLICK** the GREEN Submit button when ready to submit your Budget Request to the ASUU Travel Committee for review and approval.

**!!!IMPORTANT – NEXT STEPS!!**

**NOTE:** You will receive an email from OrgSync indicating the **status of your ASUU Travel Budget Request.** Once your Budget Request is **APPROVED**, please refer to the **Comment Section at the BOTTOM of the Budget Request** for your **NEXT STEPS**!