ASUU

TRAVEL FUNDING PROCESS – Part 1

Please review the [Overview of the ASUU Travel Process](#) before beginning.

Remember:
- Only **ONE** trip per Request.
- Only **STUDENTS** are eligible for funding.
- Students can apply for funding before **OR** after they travel.

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*> More>Treasury**>Manage Budgets>New Budget (green button)

> *Some students belong to multiple student organizations, select the student organization connected to your travel.

> **If you don't have the **Treasury** option on the drop-down menu, please contact your ASUU student organization administrator to "add" the Treasury permission to your **GROUP** profile. (Instructions will be sent via email from OrgSync once the ASUU Travel Funding Process is open.)

1. **BUDGET TITLE:** Use the convention below for the Budget Title. Use commas and dashes as indicated.

   Last Name, First Name - UNID - Location of Conference - Last day of the conference
   (City, US State or Country)

   Budget Title

   Jones, Cindy - 04567890 - San Francisco, CA - 10/31/16

2. **BUDGET PERIOD:** Leave as is.

   Budget Period

   2016 - 2017 Fiscal Year (June 1, 2016 - May 31, 2017)

3. **ITEM TITLE:** Type the name of the conference/event as it appears on the documentation you will upload at the bottom of the page. Please DON'T include the theme. The more general name is preferred**.**

For example: A screenshot of a conference webpage appears below. The theme, "Making an Impact in Patient Care" should **NOT** be included in the Item Title.

<div align="center">

http://aphameeting.pharmacist.com/

</div>

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** - select when **ALL** criteria below are **TRUE**:
    1) Your group **IS** receiving University of Utah Department support.
    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) - select when **ALL** criteria below are **TRUE:**

    1) Your group **IS NOT** receiving University of Utah Department support of any kind.
    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.
    5) ALL travelers **MUST** be members of the **SAME ASUU student organization**.

---OR---

C. **Individual Department Supported Travel:**
    1) You **WILL** be receiving funding for this trip from another University of Utah department or source.
    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.

This budget category requires additional information

Fill out attached form

6. **NO. LINE ITEM:** ALL travelers will have the same and only **ONE** line item, **Total Eligible Travel Expenses**. Select it from the drop-down menu.

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).


8. **REQUEST A BUDGET:** ASUU will fund 50% of the eligible travel expenses up to $400 per trip and $800 per student per fiscal year. Your Budget Request should be the **TOTAL** of your actual or estimated travel expenses.

9. **+ADD LINE ITEM:** Skip this. You will only have one line item for travel expenses (as seen above, "Total Eligible Travel Expenses").

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

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

12. **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.
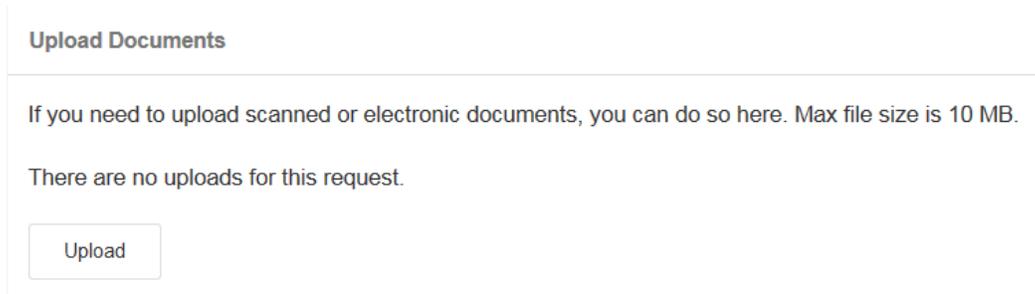
Upload Documents

If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB.

There are no uploads for this request.

Upload

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

14. **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!**

15. **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".

16. **CLICK** the GREEN Submit button when ready to submit your Budget Request to the ASUU Travel Committee for review and approval.
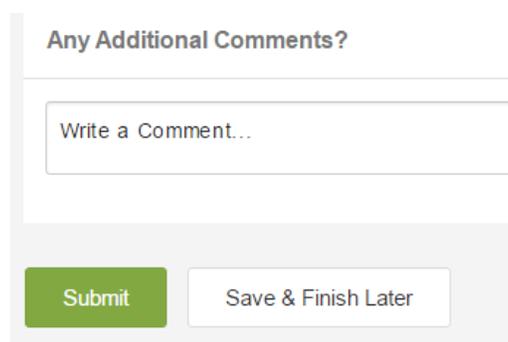
Any Additional Comments?

Write a Comment...

Submit   Save & Finish Later

<p style="text-align: center; color: red;">**!!IMPORTANT – NEXT STEPS!!**</p>

NOTE: You will receive an emails 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 (**example below**)! ([Click here for Part 2 detailed instructions.](#))

💬 **Comments**

> **finance@asuu.utah.ed**
>
> PLEASE DO NOT DELETE THIS COMMENT!
> The DUE DATE for the completion of Part 2 - Payment Request Process is January 8, 2017.
>
> NEXT STEPS!
> Once you have COMPLETED your trip and your Budget Request has been APPROVED, start Part 2 - Payment Request Process. BOTH steps must be completed ON OR BEFORE the 30-day DUE DATE.
>
> Step 2A:
> Prepare/deliver your travel package to ASUU.
>
> Step 2B:
> Create/submit an online PAYMENT REQUEST.
>
> PLEASE COMPLETE THIS PROCESS CAREFULLY OR YOUR REIMBURSEMENT WILL BE DELAYED!
> Click link for Part 2 detailed instructions: http://d2nzw39nzcrgqd.cloudfront.net/wp-content/uploads/2016/08/21212354/ASUU-TRAVEL-FUNDING-Part-2-Create-Payment-Request.pdf
>
> November 1, 2016 3:11 PM · Delete Comment

> Leave a comment