

Group Travel Funding Request - Students

Please attach the List of Students Traveling (page 4 of this form), with estimated travel costs for each student. **Each student traveling will need to complete a Waiver of Liability form prior to the trip and submit it with this approval form.** <https://safety.uoregon.edu/waivers-liability>

Student Group Name: _____

Event: _____

Number of Travelers (Include all faculty who will be attending): _____

Location: _____

Start Date: _____ End Date: _____

Business Purpose: Please explain how this trip benefits the student group, SOJC and the UO. If attending a conference or meeting, please state the full name of the organization sponsoring the event. On how to write a business purpose see: <https://ba.uoregon.edu/procedure/3247>

Approved Travel Expenses

Estimates of travel costs and source of funding. Reimbursement is only up to the approved dollar amount. Please include any and all charges that you might incur. **You are responsible for staying within the approved budget.**

Expense	Estimate \$	Funding Source
Registration		
Airfare		
Fuel		
Lodging		
Other		
Total		

Group Travel Funding Request - Students

By signing this request, I hereby certify that the information/estimate on the above Student Group Travel Funding Request is true and correct to the best of my knowledge. The expenses will be incurred to benefit an authorized program of the University of Oregon and are not subject to payment by any other funding source, unless otherwise indicated herein. I agree to return to SOJC, for credit to the fund charged, any payment of these expenses that may be made by any other funding source.

Advisor's Signature: _____ Date: _____

Print Name: _____

Travel: ☐ Approved ☐ Disapproved

Total Approved Amount \$ _____

SOJC Funding: ☐ Approved ☐ Disapproved

Assoc. Dean's Signature: _____

Date: _____

Group Travel Funding Request - Students

Arrangements/General Travel Information

Conference Registration: The preferred method is to charge your registration on a departmental Pcard. Please contact Lauren Hope (lhope@uoregon.edu)

Airfare: Travel authorization must be compiled and approved before you call the travel agency. Travel using routes, schedules, and airlines that provide the lowest rates and most efficient travel arrangements normally made through a UO contract travel agency (Direct Travel 1-800-737-9776). When you call, ask for a “University Agent”. Once you have decided on an itinerary, have the agent email it to the Student Experiences Coordinator (tessanf@uoregon.edu) for authorization.

Fuel: Estimate the fuel cost for your travel based on charts, odometer reading, or map printouts. If you drive a motor vehicle for university purposes, individuals are required to have a valid driver’s license and a UO driver certification card. To be driver certified a driver must meet minimum driver and driving requirements, complete an online form and be certified prior to your travel. To submit a driver certification please go to <https://transportation.uoregon.edu/business-travel>. **Provide the Student Experiences Coordinator a copy of your driver certification prior to your trip.**

Each student traveling will need to complete a Waiver of Liability form prior to the trip and submit it with this approval form. <https://safety.uoregon.edu/waivers-liability>

Other Expenses: Taxis, shuttles, train fares, airport baggage, visa/passport and internet services, are only allowable when there is a clear business need.

All travel arrangements and student travel must fall within UO guidelines. Student travel support will be provided up to the approved amount on the Travel Funding Request. If you have any further questions, please refer to the SOJC Business Office website at <https://sojcemployee.uoregon.edu/business-and-finance/> or contact us at the numbers below:

- Lauren Hope Finance & Operations Manager lhope@uoregon.edu (541) 346-2372
- Tessa Freeland Student Experiences Coordinator tessanf@uoregon.edu (541) 346-4260

Group Travel Funding Request - Students

[illegible]