



Travel Allocation Request

Fall Travel Requests are due on Sept. 24th by 5PM

ABOUT ASUM Travel Allocation Requests

The ASUM Travel Allocation fund is a pool of money set aside to financially assist groups who may be attending conferences or going on trips that will enhance their experience within a student group. Travel Allocations are available at the beginning of each semester for recognized ASUM groups.

Travel Allocations are not deposited into group accounts. Rather, Travel expenses are paid directly from the ASUM Travel Allocation account – please see Gwen Coon, ASUM Office Manager, for assistance.

Due to safety risks, ASUM retains the right to cancel travel at any point if the safety of our students is called into question; this will be done in conjunction with the Office of Risk Management.

Things to keep in mind:

- . Your group must be recognized by ASUM (IF you are not a recognized student organization, please visit our [Griz Hub](#) to start that process!)
- . Fall 2021 Requests are allowed for In-State Travel only. Out-of-State Travel is not allowed and will not be funded.
- . Only students who paid the Student Activity Fee are eligible for travel funds
- . Members are responsible for their own food and personal costs - Food allowances will not be funded
- . Funds must be spent in the same semester in which they are requested
- . It is always a good idea to explore additional sources of funding

Guidelines for Request Amounts:

- *Personal Car:* \$.15 per mile, per car
- *Rental Car:* See Office Manager for Quote
- *Commercial Travel:* based on quote
- *Lodging:* \$50 per person, per night

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

To request funds for travel, please complete the following form **no later than 5PM on September 24th**.

This form doesn't need to be completed all at once; if you use the same browser and device your form will automatically save and reopen where you left off. When you submit your Travel Allocation Request,

you will have the option to review your responses and download a PDF version. Please do so!

The ASUM Business Manager will reach out regarding any questions prior to your request being reviewed by the Board on Budget and Finance.

For any questions regarding Travel Allocation Requests, please email ASUM Business Manager, Jack Rinck at asum.businessmgr@mso.umt.edu.

Member Organization:

Society of American Foresters, Student Chapter

Person Preparing Request:

Note: This person should be the Prime Travler. The Prime Travler will be expected to complete all paperwork on behalf of the group, will act as the CSA for the trip, and will receive any reimbursement checks for distribution to group members.

Alexios Smith

Contact Number:

808-896-8229

Email:

umsafstudentchapter@gmail.com

ASUM Index (MST Number):

Trip Description:

Note: This description should give a general idea of what the trip entails (Ex. Yearly Leadership Conference). Details of your event should be given in your Cover Letter.

Annual State SAF Conference

Trip Destination:

Kalispell, Montana

Trip Dates:

Oct 13 - Oct 15

Number Attending:

2

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

Travel Allocation Request Cover
Letter.pdf
65.7KB
application/pdf

Funding:

Please give **total amounts** (please show your math) and **descriptions** of what you are requesting money for in the appropriate funding categories below. If the category is not applicable to your trip, type "N/A".

Example:

Personal Car: 1 car to Dillion, MT and back. (347miles roundtrip x .15/mi = \$52)

Lodging: 3 hotel rooms (2 rooms w/ 2 persons and 1 room w/ 1 person) for 1 night. (\$50/person/night = \$250)

Total Amount Requested: \$302.00

Total Cost: \$412.00

Other Sources of Funding: Members paying \$22 each.

Personal Car - If you are driving in cars belonging to members of your group, you are allowed to ask for \$0.15 per mile per car.

Commercial - If you are using commercial travel such as an airplane, bus, or Uber.

Rental Car - If you are traveling in one of the rental cars available to student groups, you are allowed to ask for the Daily Rate as quoted.

PLEASE NOTE: Gasoline is not included - the club will be responsible for those costs.

Lodging - Cost for a hotel/motel, AirBnB, camping fees, or other lodging. You are allowed to ask for \$20 per person, per night (up to 5 nights).

Registration Fees - Some conferences will charge a group or per person fee to attend the conference.

Registration fee \$75/person 2 people attending = $2 * \$75 = \150

Other - Any costs not fitting into a category listed above (except for food).

Total Amount Being Requested:

Note: "Total Amount Being Requested" is the amount of all of the categories added together.

\$150

Total Cost of the Trip:

Note: "Total Cost of the Trip" is what it will cost you to travel.

\$150

Other Sources of Funding:

Note: Include all methods you are using to fund your travel (organization member fees, sponsorships, UM Department funding, etc.)

Government vehicle allowed for use from the College of Forestry.

SAFETY

Please consider and detail general safety precautions that you will be enforcing throughout your trip. Attach additional supporting documentation as needed.

Example: Students (5) traveling to Dillion, MT for an rural geology expedition in October.

One vehicle with seatbelts required in the car. Driver has had vehicle checked by jiffylube, insurance updated, and will be tech-free throughout the drive time. Safety gear includes hunter orange (as it is bow season) a first aid kit with bandages, flashlight, and cristal-hunting specific gear. Making sure that our areas don't overlap with active huntingareas. One member phone will be specific to emergency use only, so we'll keep the battery charged.

Students (2) travelling to Kalispell, MT for the SAF State Meeting - one vehicle with seatbelts required in the car. The car is a government vehicle, loaned to SAF for the weekend from the College of Forestry. Insurance is updated and driver of vehicle has a valid drivers license. - safety kit including bandages, flashlight, emergency sleeping bag, portable chargers and charging cables.

Supporting documentation submission here (Travel Safety Plan Tamplate [HERE](#))

ASUM Organizations are required to provide list of attendees and their emergency contacts listed for all individuals. Please list attendees with their emergency contacts below.

Note: Emergency Contacts should be aware of this designation and should also have Prime Traveler's contact information.

Alexios Smith EC: Jake Brown (808) 987-0684 Samantha Westfahl EC: John Goodburn (406) 370-7257

Nearest Hospital / Medical Facility to destination and phone number:

Logan Health, 310 Sunnyview Ln, Kalispell, MT 59901

Law Enforcement Jurisdiction of destination:

Kalispell Police

ASUM and UM Require that all Prime Travlers act as the Campus Security Authority (CSA) for the trip. CSA's are defined by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (usually referred to as the Clery Act). In short, taking CSA training helps us make sure you know how to report a crime if it is committed or the student code of conduct broken. Training may be found at <https://www.umt.edu/clery/csa/training/default.php>.

Participating in Travel without a CSA on the trip will result in funding being revoked.

Yes, I have completed CSA Training.

Due to safety risks, ASUM retains the right to cancel travel at any point if the safety of our students is called into question; this may be done in conjunction with the Office of Risk Management.

Person submitting the Travel Allocation Request:

clear

Please take a moment to review your responses. Clicking the next button will submit your Travel Allocation request.

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