

1. Member Organization:

Text Response

AMA

Statistic

Value

Total Responses

1

2. 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 recieve any reimbursement checks for distribution to group members.

Text Response

Lauren Sullivan

Statistic

Value

Total Responses

1

3. Contact Number:

Text Response

(406)490-4366

Statistic

Value

Total Responses

1

4. Email:

Text Response

lauren2.sullivan@umontana.edu

Statistic

Value

Total Responses

1

5. ASUM Index (MST Number):

Text Response

502

Statistic

Value

Total Responses

1

6. 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.

Text Response

Yearly International Collegiate Conference

Statistic

Value

Total Responses

1

7. Trip Destination:

Text Response

Zoom

Statistic

Value

Total Responses

1

8. Trip Dates:

Text Response

April 8-10

Statistic

Value

Total Responses

1

9. Number Attending:

Text Response

20

Statistic

Value

Total Responses

1

10. 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.

File Upload

File Type

File Size

[AMA Spring Travel Request.docx](#)

application/vnd.openxmlformats-officedocument.wordprocessingml.document

6.9KB

Statistic

Value

Total Responses

1

11. 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.

Text Response

Statistic

Value

Total Responses

0

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

Text Response

Statistic

Value

Total Responses

0

13. Motor Pool - If you are traveling in one of UM cars available to student groups, you are allowed to ask for \$0.38-\$0.62 per mile per car, or \$8.25-\$15 per day as quoted.

Text Response

Statistic

Value

Total Responses

0

14. Lodging - Cost for a hotel/motel, AirBnB, camping fees, or other lodging. You are allowed to ask for \$50 per person, per night.

Text Response

Statistic

Value

Total Responses

0

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

Text Response

The registration fee for the conference is \$19 a person. We are hoping to have 20 members attend.

Statistic

Value

Total Responses

1

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

Text Response

Statistic

Value

Total Responses

0

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

Text Response

380

Statistic

Value

Total Responses

1

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

Text Response

380

Statistic

Value

Total Responses

1

19. Other Sources of Funding: Note: Include all methods you are using to fund your travel (organization members, sponsorships, UM Department funding, etc.)

Text Response

We have sponsorships and donations that can be used.

Statistic

Value

Total Responses

1

20. Please consider and detail all 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 overnight geology expedition. One vehicle with face masks required in the car as social distancing is not available in the single vehicle. Fill gas tank in Missoula (again in Dillion) to make sure we don't have to stop en route. Additionally, will bring snacks and water so we don't have to stop on the road. One person will be the hotel point of contact - Requesting three rooms (2 persons per room + 1) to make sure we are able to stay distant in our hotel rooms. Insurance (for vehicle and all individuals) is up to date with emergency contacts and banks notified of our travel plans.

Text Response

Each member attending the conference will be Zooming in from their desired location.

Statistic	Value
Total Responses	1

21. Supporting documentation submission here.

File Upload	File Type	File Size
Statistic	Value	
Total Responses	0	

22. As part of the UM Healthy Fall 2020 plan, 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 Travler contact information.

Text Response

We will not be traveling.

Statistic	Value
Total Responses	1

23. Nearest Hospital / Medical Facility to destination and phone number:

Text Response

St. Patrick's (406) 543-7271

Statistic	Value
Total Responses	1

24. ASUM and UM Require that all Prime Travlrs 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.

#	Answer	Bar	Response	%
1	Yes, I have completed CSA Training.		1	100%
	Total		1	

Statistic	Value
Min Value	1
Max Value	1
Mean	1.00
Variance	0.00
Standard Deviation	0.00
Total Responses	1

25. Person submitting the Travel Allocation Request:

File Upload	File Type	File Size
signature.png	image/png	11.7KB

Statistic	Value
Total Responses	1