



## 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.

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#### **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.

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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](mailto:asum.businessmgr@mso.umt.edu).

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**Member Organization:**

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**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.

Keegan Lundman

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**Contact Number:**

4067942863

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**Email:**

[keegan.lundman@umconnect.umt.edu](mailto:keegan.lundman@umconnect.umt.edu)

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**ASUM Index (MST Number):**

314

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**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.

This trip is our annual Fall Retreat, during which students will meet for chapels and group activities and spend time outside together and individually doing various activities around Flathead Lake.

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Trip Destination:

Flathead Lake Lutheran Bible Camp

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Trip Dates:

October 15-17, 2021

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Number Attending:

12

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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.

ASUM Travel Allocation Cover  
Letter.pdf  
37.7KB  
application/pdf

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### 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.

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*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.

5 personal cars x \$.15/mile x 215 miles roundtrip=\$161.25

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

NA

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*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.*

NA

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*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).

NA

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

NA

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

NA

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**Total Amount Being Requested:**

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

\$161.25

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**Total Cost of the Trip:**

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

\$161.25

## Other Sources of Funding:

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

Attendees are paying \$40 each for their share of food and lodging costs.

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## **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.

We have licensed drivers designated for transporting students and staff to and from Lakeside, MT for our retreat. Drivers have taken necessary precautions to ensure that their vehicles are fit for the trip. Seatbelts will be worn, every student will have their own seat, as is required by law. We will be observing the Covid regulations outlined in our Safety plan. Food preparers will follow basic food safety and food handling will be restricted to as few volunteers as possible.

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

ASUM\_Travel Safety Plan\_Fall Retreat.docx

40.4KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document

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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.

Sydney Porter 3605206174 790870241 Christine Porter 360-520-0034 Owen Caufield 2066797087 790883145 Sarah Caufield 206-853-5175 Katie Adolph 7603177560 790787398 Greg Adolph 858-349-4517 Spencer Simpson 2035456932 790831154 Sean Kellogg 703-894-7577 Joanna Robertson 6503037764 790787976 Nicola Robertson 650-867-0774 Cassandra Bak 4062405505 790743053 Paula Bak 406-240-9229 Eva Isbell 4068805663 790841751 Stephanie Isbell 406-360-6570 Seth Sinclair 7602019196 790871106 Jessica Sinclair 760-685-1133 Ian Derickson 5033832016 790814245 Gary Derickson 503-375-2927 Keegan Lundman 4067942863 790815440 Deke Lundman 406-690-0805 Peyton Merideth no phone 790866684 Kristi Merideth 907-347-6706 Ashley AJ Toledo 2086999352 790889157 Jennifer Toledo 208-699-5501

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Nearest Hospital / Medical Facility to destination and phone number:

St. Joseph's Medical Center

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Law Enforcement Jurisdiction of destination:

Lakeside Police Department

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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.

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Person submitting the Travel Allocation Request:



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