



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:

Chi Alpha Christian Fellowship

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.

Alicia McAlpine

Contact Number:

406-740-2083

Email:

alicia.mcalpine@umontana.edu

ASUM Index (MST Number):

068

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.

Yearly weekend retreat for group members as well as any other students they invite.

Trip Destination:

Livingston MT, Yellowstone National Park

Trip Dates:

Sept. 15-17, 2021

Number Attending:

25

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.

Elevation Cover Letter 2021.docx

51.9KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document

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.

8 cars to Livingston MT and driving through Yellowstone (5500 miles x .15/mi = \$825)

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.

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

\$100 honorarium donation to Livingston Christian Center for use of facilities

Total Amount Being Requested:

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

\$925

Total Cost of the Trip:

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

\$925

Other Sources of Funding:

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

Student out-of-pocket funds

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 crystal-hunting specific gear. Making sure that our areas don't overlap with active hunting areas. One member phone will be specific to emergency use only, so we'll keep the battery charged.

Students will travel to Livingston, MT for a weekend retreat (Friday evening-Sunday afternoon) and go to Yellowstone National Park on Saturday. Number of vehicles: 8. All travelers will wear masks in the cars as social distancing is not possible. Students will be staying in the Livingston Christian Center church, which has provided adequate space for participants to ensure proper social distancing during all activities, including sleeping arrangements. While in Livingston, only one or two people will prepare food with proper equipment and procedure to minimize contact. Masks will be required at all times while indoors and when social distancing cannot be ensured. While at Yellowstone, we will follow all local masking and distancing guidelines. We will provide sanitizing supplies for all common areas of the church and have assigned a specific person to sanitize each area as necessary. All travel vehicles are insured. Emergency contacts for all individuals are up to date and on file.

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

ASUM_Travel Safety Plan Elevation XA.docx

35.9KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document

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.

Jimmy Painter: Kristine Painter (360) 520-6901 Ernailee Painter: Kristine Painter (360) 520-6901
Rebecca Bryan: Greg Bryan (406) 227-5848 Austin Aliperto: Jill Aliperto (406) 461-0027 Kalen Grinnell:
Missy Grinnell (406) 580-7630 Coby Sena: Cory Sena (406) 594-1400 Alicia McAlpine: Connie McAlpine
(406) 740-2039 Cameron Bond: Nancy Bond (310) 977-0027 Richard Way: (406) 459-1401 Anya Salter:
Laura Salter (402) 210-8651 Taylor Coon: Sandy Blankenship (602) 616-4870 Ethan Ewart: (406) 239-
7312 Tianna Raymond: Josh Green (406) 890-9356 Kyle Dow: Cindy Dow (406) 531-9926 Macoy
Perkins: (406) 240-9283 (other attendees non-students)

Nearest Hospital / Medical Facility to destination and phone number:

Livingston HealthCare (406) 222-3541

Law Enforcement Jurisdiction of destination:

Park County

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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