

# CoE Student Organization Funds Request Form

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## STUDENT FUNDING TRAVEL SUPPORT GUIDELINES

To streamline the approval and review process for funding the following instructions and form have been developed.

### Basic Guidelines

- Funds for student travel are based on availability and not guaranteed. Matching from all sources is considered a prerequisite requirement prior to requesting funds from the Dean's Office.
- Only the format attached is to be used in submitting for travel funds from the College. Provide as much detail as possible.
- All members of the group must be students in good standing enrolled in the College of Engineering and log into Blackboard/click on Organization on top of page/click on Congress Student Organizations on right side of page/click on Travel Authorization on left side of page to complete the electronic Student Field Trip Informed Consent Assumption of Risk and Release form. President or Advisor of Student Organization needs to complete the electronic form for Travel Notification Form once per trip.
- Requests for funds must be submitted not later than 14 days prior to travel.
- Group leaders are to visit with department staff for guidance on receipts needed for reimbursement and other issues or requirements related to student travel.

### Form Completion Information

- Provide a concise narrative describing your organization's mission, number of participants in the travel event, destination, dates of travel, purpose of the trip and what the expected benefits of the travel will be for participants and the College/Departments in CoE at NDSU.
- A summary budget that includes:
  - All projected expenses travel (explain mode of travel as well), lodging, meals, registration fees, or other anticipated normal expenses related to travel.
  - All sources of income (department, Student Government, external sponsors, other internal sponsors, contribution or self-assessed costs for students who will be traveling/participating – food, etc) Note that unless an exception is needed, cost of meals should be listed in the Income and expenses equally. Students will be responsible for their meal costs on travel.
- As with student government, we expect that your organization leadership has participated in Engineering Council Meetings on a regular basis. This is a minimum expectation to qualify for funds from College sources.
- We expect you to process your travel expenses through a department, coordinated with a staff member in the department. Be prepared to provide receipts. Please advise us what department and which staff member you are working with.
- Many requests are made for funds, other than travel funding. These are possible but also limited to receipt based expenditures. The maximum annual request from any organization should not to exceed \$500.00 and full justification of the need and use of funds should be provided in the Narrative.
- Incomplete information will result in the form being returned or possibly funding not provided.

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Narrative

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Budget Data

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EXPENSES	Unit Cost /Person; /Room; /Day	No. Traveling	Extension
Transportation			
Lodging			
Meals			
Registration Fees			
Parking			
Taxi			
Other			
Other			
Total Expenses			\$
Other than travel funding request (Max annual request not to exceed \$500.00 for each organization.)			

INCOME	
Source	Amount
Student Government	
Department	
Sponsor 1(include sponsor names)	
Sponsor 2 etc	
Personal Contributions of travelers to the overall travel cost	
Other (add lines as needed)	
TOTAL	\$

Names of Traveling Students

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Department Processing

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Staff Member's Name \_\_\_\_\_

Department \_\_\_\_\_

Faculty Advisor's Name \_

Request Submitted By: \_\_\_\_\_

NDSU Email Address: \_\_\_\_\_