

GROUP TRAVEL FUNDING REQUEST - STUDENTS

Student Group:	No. of Travelers: *	Start Date:
Event:	Location:	End Date:
<p>BUSINESS PURPOSE: Explain how this trip benefits the student group, SOJC and the UO. If attending a conference or meeting, please state the full name of organization sponsoring the event. On how to write a business purpose, see: https://ba.uoregon.edu/content/travel-reimbursement#Business_Purpose</p>		
<p>List of faculty who will be attending: All faculty will need to complete the SOJC Employee Travel Funding Request form process before traveling on trip.</p>		
<p>Please attach List of Students Traveling (page 3 of this form), with estimated travel costs for each student. Each student traveling will need to complete a Waiver of Liability form. https://safety.uoregon.edu/waivers-liability</p>		

APPROVED TRAVEL EXPENSES

Estimates of travel costs and source of funding. Reimbursement is only up to the approved dollar amount. Please include all and any charges that you might incur. **YOU ARE RESPONSIBLE FOR STAYING WITHIN THE APPROVED BUDGET:**

Expense	Estimate \$	Funding Source
Registration		
Airfare		
Fuel		
Lodging		
Per Diem		
Other		
TOTAL		

By signing this request, I hereby certify that the information/estimate on the above Student Group Travel Funding Request is true and correct to the best of my knowledge. The expenses will be incurred to benefit an authorized program of the University of Oregon and are not subject to payment by any other funding source, unless otherwise indicated herein. I agree to return to SOJC, for credit to the fund charged, any payment of these expenses that may be made by any other funding source.

Advisor's Signature: _____

Date: _____

Print Name: _____

Travel: Approved Total \$ _____ Disapproved

SOJC Funding: Approved Disapproved

Senior Assoc. Dean's Signature: _____

Date: _____

Arrangements/General Travel Information

Conference Registration: The preferred method is to charge your registration on a departmental Pcard. Please contact Gail Tinkham (tinkham@uoregon.edu).

Airfare: Travel using routes, schedules, and airlines that provide the lowest rates and most efficient travel arrangements normally made through a UO contract travel agency (Direct Travel 1800-737-9776, Premier Travel 541-747-0909) When you call, ask for a "University Agent." Once you have decided on an itinerary, have the agent email it to Gail Tinkham (tinkham@uoregon.edu) for authorization.

Fuel: Estimate the fuel cost for your travel based on charts, odometer reading, or map printouts.

Per Diem: Meals and lodging are reimbursed at the per diem rate; no receipts are required. You must be in travel status (usually overnight trips) to qualify for the per diem. If a meal is provided by the meeting, conference, or lodging venues, it cannot be claimed. Go to, gsa.gov/travel/plan-book/per-diem-rates to get the breakdown of the per diem rates.

Other Expenses: Taxis, shuttles, train fares, airport baggage, visa/passport and internet services, are only allowable when there is a clear business need.

All travel arrangements and student travel support must fall within UO guidelines. Student travel support will be provided up to the approved amount on the Travel Funding Request. If you have any further questions, please refer to the SOJC business office website at <http://journalism.uoregon.edu/staff/finance/> or call us at the numbers below:

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Gail Tinkham	Operations Coordinator	tinkham@uoregon.edu	(541) 346-3561
Melody Olmsted	Student Group Coordinator	molmsted@uoregon.edu	(541)346-2321