



## BSU Clubs & Organizations

**Please submit travel request forms a minimum of two-weeks in advance of your trip so necessary signatures can be obtained. Funds disbursed by the College or University cannot be used for payment of expenses incurred during the trip that does not involve conducting College/University Business (System Procedure 5.19.3) Extra time may be needed if a rental vehicle needs to be booked.**

**Attach documentation** - details/specifics of the conference, meeting, or other activity, including the dates (e.g. conference web page, email confirming a presentation or performance, or a description of who you will be meeting with, and what activities you will be engaged in.)

\*Anyone driving must complete a [vehicle use agreement](#) annually.

\*Anyone driving a personal vehicle while transporting other employees or students must provide proof of insurance & coverage limits attached to this travel request.

This form is for students only. If the travel will be incurred by an advisor or employees, they should use the employee travel form instead on the [Business Services website](#).

**Before submitting, complete all information on page 1. Please consider the following:**

\* If traveling with a BSU vehicle, the organization will be billed directly. If using a personal vehicle, the driver may choose to either submit gas receipts or be reimbursed mileage.

\* If a student requests a BSU vehicle but it is unavailable, the IRS allows for personal vehicle reimbursement at a higher rate of .67 per mile. If a BSU vehicle is available, the IRS allows for personal vehicle reimbursement of .60 per mile.

\* Student activity fee funding (SAFAC) for travel must be requested separately from annual allocations. Request form is available on BeaverLink CampusLinks and must be submitted a minimum of 14 days before the start of the trip.

\* SAFAC lodging is limited to \$25/per person a night. Expenses over and above SAFAC allocation must be covered by fundraised account or personal expense.

\* Fundraising accounts may be used for personal items, dues, meals, and portions of lodging not covered by SAFAC.

\* Save required original receipts to attach to expense reimbursement form after travel is complete.

\* Signatures should go in order. Please sign before submitting to an advisor. Advisor should sign before submitting to VP/Designee (if applicable).

**Forward completed form and approved request to Deputy 202, Box 5 Travel Desk.**

