

Mohawk Valley Community College

Student Congress

CLUB/ORGANIZATION TRAVEL FUNDING REQUEST FORM

Club/Organization: _____

Delegate Presenting: _____

Name of Event/Activity: _____

Date of Event/Activity: _____

Total Amount of Trip: _____

Amount Requested: _____

Student Congress will fund up to a maximum of 75% of the total net cost of a trip, not to exceed \$600 per student. This will include meals, which will be calculated at no higher than the College rate.

Justification for Funding: How does this event/activity benefit the educational, cultural, recreational or social goals of your organization and the student population?

Cost Breakdown: How will the funds be spent?

	Total Amount	Amount Approved
Admission/Registration Fees:	_____	_____
Lodging:	_____	_____
Meals	_____	_____
Mileage:	_____	_____
Other (please explain):	_____	_____

Club/Organization Officer Signature

Date

Club/Organization Advisor Signature

Date