

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. Two advisors must be present on every trip.

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):	_____	_____

I hereby acknowledge that I have reviewed and am now familiar with the information proposed; with this, I can confirm that the proposed event and or presentation adheres to the college mission, vision and values.

MVCC reserves the right to suspend or cancel any presentation that is determined by College authorities to pose a danger to self, the College community, or its members, or to be unduly disruptive of the College life.

Club/Organization Officer Signature

Date

Club/Organization Advisor Signature

Date