

IFC TRAVEL FUND REQUEST FORM

Requestors must allow at least 10 working days for the IFC Travel Sub-Committee to act upon the request.

This form must be returned to the Chair of the Travel Sub-Committee.

Date submitted _____ Name of Student Organization(s) _____
Travel Destination _____
Event _____
Date(s) of Event(s) _____
Amount requested \$ _____ Operating Index _____
Contact Name _____
Position _____ Contact Number _____
Advisor Signature _____ Date _____

Please attach the following:

- A detailed explanation of the actions taken to obtain alternative funding and the specific sources consulted.
- An explanation of the purpose of the travel and how the students at Western Oregon University will benefit.
- An itemized list of your request including transportation, lodging, conference registration and/or entrance fees, and meals.

Sponsoring IFC Area _____ Approval by Area Head _____
Signature of Area Head

FOR IFC USE ONLY:

Date request received by Travel Committee Chair _____

Date of Travel Committee meeting _____

Approved _____ Denied _____ Amount \$ _____

IFC Travel Committee Chair

Date of Decision