Applications for remaining FY 2016 funding (July 1, 2015 – June 1, 2016) will be accepted October 12 through November 12, 2015.

This form should be completed by student members of chartered student organizations associated with the College of Education & Human Development.

Please refer to the GSU student handbook for guidelines on how these funds may be used. However, it should be noted that the primary limitations to student travel include the following:

1) All students receiving travel funds must be members of a group officially approved as a chartered student group through the Office of Student Activities.

2) Travel is permitted for students and their advisor, but not if the travel is for the purpose of presenting research resulting from a student’s work as a research assistant in a department. The University Fee Committee considers the presentation of such papers to be an academic and departmental responsibility. Otherwise, travel to conferences related to the mission of the student group is allowed.

3) The funds allocated for fiscal year 2016 must be used by June 1, 2016.

Name of Student: ______________________  Date: ______________________

Phone: ______________________  Email: ______________________

Name of GSU Chartered Student Organization: ______________________

Name of Faculty Advisor for Student Organization: ______________________

Department: ______________________

Travel Date(s): ______________________  City: ______________________  State: ______________________

- Purpose of Trip:

- Relation of student travel to mission of organization:

- Does this travel relate to the presentation of research resulting from work conducted as a research assistant in a department?

- Have you received compensation for travel from SAFOC during the 2016 year?
  - No
  - Yes
  - If yes, please provide the month you received funding: ______________________

- This section to be completed by the Student Organization’s Faculty Advisor:

  This student is a member of the stated organization.  YES  NO

  This student has not received funding from Student Activities this academic year.  YES  NO

  Student Organization Advisor Signature

  Who will attend the allocation meeting to represent the organization on Thursday, November 19 at 3:30?

  ____________________________________________________________  Date: ______________________

The SAFOC committee will notify the department’s business manager for the organization. The student should then submit the completed forms and receipts for reimbursement, etc. to the student’s own department’s business manager for processing.