

College of Education Student Activity Fee Funding  
FY 2017 Student Travel Application Form  
For Members of Chartered Student Organizations

**Applications for remaining FY 2018 funding (July 1, 2017 – June 1, 2018)  
will be accepted April 1 through April 22, 2017.**

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

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 2018 must be used by June 1, 2018.**

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 2017 year?  
No Yes If yes, please provide the month you received funding \_\_\_\_\_

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***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 May 3 at 10 a.m.?

\_\_\_\_\_ 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.***