

**CLUB COORDINATING COUNCIL
TRAVEL FUNDING APPLICATION GUIDELINES**

The Club Coordinating Council (CCC) offers recognized clubs the opportunity to apply for travel grants to attend conferences and workshops.

Many clubs do not have sufficient funds to fully sponsor travel to a conference or workshop. The CCC allocates Travel Grants by funding received from the Associated Students. Funds are allocated to clubs on a matching basis, meaning the CCC will fund 75% of the total cost of the travel up to \$600. Travel expenses are reimbursed after returning from travel (after-the-fact) with appropriate original receipts. If you have any questions, Please call the Clubs Office at 826-3776.

Please read the following information carefully. After-the-fact requests will not be considered with the exception of summer travel, in the event CCC does not allocate all its funds for the academic year.

The CCC can fund the following:

- Conference/activities fees
- Gas and/or airfare
- Lodging
- Rental cars

The CCC cannot fund the following:

- Food while traveling

APPLICATION GUIDELINES

- Applications must be completely filled out and legible.
- You *CLUB ADVISOR MUST SIGN THE PROPOSAL* (Applications will not be processed without the advisor's signature)
- Turn in your proposal to the Clubs office **one week BEFORE THE NEXT CCC MEETING**
- When you turn in your application, **please sign up for an appointment time** at the next CCC meeting

Thank you for applying. Please keep a copy of your Application For Funding for your own records. Your representative at the meeting must be prepared to answer questions about your proposal.

Next CCC Meeting: _____

Application Due: _____

_____	ID# _____
_____	ID# _____
_____	ID# _____
_____	ID# _____
_____	ID# _____

(attach additional sheet if necessary)

4. Description of Conference:

5. What are the primary objectives/purposes of the conference?

6. How will your participation in this conference benefit other students at HSU?

Approval: _____ **Date:** _____
(Clubs Coordinator)

CCC TRAVEL FUNDING REQUEST LINE ITEM DETAIL

Club or Organization:

Name Conference:

Contact Person: _____ Phone: _____ E
mail: _____

Budget

ESTIMATED EXPENSES

Travel

Airfare (# _____ passengers @ \$ _____) \$ _____

Fuel (# _____ Vehicles @ # _____ miles) \$ _____

Lodging (# _____ people @ \$ _____ Per night for # _____ nights) \$ _____

Conference Fees:

(# _____ people at \$ _____ per person) \$ _____

Other Expenses (Please Itemize)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL ESTIMATED EXPENSES

\$ _____

TOTAL ESTIMATED REVENUES (funding from all sources):

\$ _____

Clubs Coordinating Council (total amount you are requesting):

\$ _____

Funding from other sources:

\$ _____

List sources: _____

TOTAL AMOUNT REQUESTED

\$ _____

For Office Use Only

Total Amount Requested: \$ _____ Total Amount Received \$ _____

