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| **HUB Travel Grant for Registered Student Organizations** |

Applications can only be submitted by 1 of the 5 RSO Officers starting on 9/27/19. Applications must be received at least 3 weeks prior to traveling. The maximum grant an RSO may receive is $1500 per academic year and must be used for travel prior to 5/31/20. Travel grants cannot be used retroactively. The maximum grant per traveler is $200.

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|  |  |  |  |  |
| Full RSO Name |  | SAO Adviser |  | Today’s Date |

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|  |  |  |  |  |
| RSO Officer Name |  | UW Email |  | Phone |

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| Event/Program/Conference Name |  | Total Number of RSO Travelers |

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|  |  |  |  |  |
| Event/Program/Conference Staff Contact Name |  | Email |  | Phone |

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|  |  |  |  |  |
| Event/Program/Conference Street Address | State | Zip code |  | Travel Destination |

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|  |  |  |  |  |  | Yes  No |
| Event/Program/Conference Website |  | Departure Date |  | Return Date |  | Are ALL travelers UW Seattle Students? |

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| Description of Travel Itinerary: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Funds will be used for: |  | Airline |  | Personal Vehicle |  | Bus/Coach |  |
|  |  | Hotel |  | Registration |  | Other: |  |

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| How is this travel within the scope of your organization’s purpose/mission? |  |

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| Please explain how this travel benefits the future of your organization and UW: |  |

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| Yes  No |  |  |
| Will you be seeking *financial* co-sponsor(s)? |  | If Yes, co-sponsor(s) Name(s) (i.e. UW Department, National Chapter Name, Corporation Name, etc.) |

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|  |  | TOTAL Amount Requested(must not exceed $1,500) |

*Application continues on next page.*

HUB RSO Travel Grant Application for Registered Student Organizations *page 2*

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| **REQUIRED**: Full Names of ALL Student Travelers(Attach a separate page for more travelers) |  | **REQUIRED**: UW Net IDs (UW email) of ALL Student Travelers |
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**I certify that I have read and will abide by the** [**policies**](http://depts.washington.edu/thehub/sao/rso-policy-guide/rso-funds-hub-travel-grants/) **for the HUB RSO Travel Grant for Registered Student Organizations.**

**I also acknowledge that original receipts must be submitted to receive travel grant allocation.**

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|  |  |  |
| RSO Officer Name & UW Email |  | Date |

Questions? Contact SAO: 206-543-2380 | saofunds@uw.edu | HUB 232

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| **SAO Use Only** | SAO Adviser Reviewed: |  |  | FINAL Approved Amount: |  |
|  | SAO Approval: |  |  | Project Code: |  |