

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

Applications can only be submitted by 1 of the 5 RSO Officers starting on 10/1/20 for Fall Quarter Events and 11/16/20 for Winter Quarter Events. Applications for Spring Quarter TBD. Applications must be received at least 3 weeks prior to event. The maximum grant an RSO may receive is $500 per academic year and must be used prior to 5/31/21. Travel grants cannot be used retroactively. The maximum grant per traveler is $200.

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

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

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

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

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

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

|  |  |
| --- | --- |
| Description of Travel Itinerary: |  |

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

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

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

|  |  |  |
| --- | --- | --- |
| 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.) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | TOTAL Amount Requested(must not exceed $500) |

*Application continues on next page.*

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

|  |  |  |
| --- | --- | --- |
| **REQUIRED**: Full Names of ALL Student Travelers(Attach a separate page for more travelers) |  | **REQUIRED**: UW Net IDs (UW email) of ALL Student Travelers |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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.**

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

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

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