

**UW-MILWAUKEE  
TRAVEL APPROVAL REQUEST**

FULL LEGAL NAME	
ORGANIZATION NAME	
CONFERENCE NAME & LOCATION	
PURPOSE OF TRIP	
DEPARTURE & RETURN DATE	
SAC GRANT TOTAL	\$

REQUESTED	FUND	DEPARTMENT	PROGRAM	PROJECT
\$				

YES	NO	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is this travel essential & necessary for you to perform your duties?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are you a conference presenter or panelist?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Could the business be accomplished through other means (teleconference, videoconference, etc)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are there alternative sites closer to UWM that would result in lower travel costs?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In the case of travel to an event, is it necessary for more than one employee from a division to attend?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Could the information, instead, be shared with colleagues by the person who was authorized to attend?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Could the trip be postponed or canceled? What is the fiscal consequences of postponing or canceling the trip?

STUDENT INFORMATION:

STUDENT ID	
DATE OF BIRTH	
PHONE NUMBER	
UWM EMAIL	

What are you requesting to use your grant funds for? Please check all that apply.

REGISTRATION	
LODGING	
FLIGHT	
RENTAL/PERSONAL VEHICLE	
OTHER	

List the names of other student organization members who will be traveling with you:

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SIGNATURE OF TRAVELER	
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Becky Grandone

Department Head (Signature)

Print Name

Date

TO BE FILLED OUT BY STUDENT INVOLVEMENT STAFF:

Charges Posted	Uploaded to Sharepoint	CC Submitted/Confirmed	CC Uploaded to Sharepoint	Posted to sitravel

SAC Grants can only be used by UWM Students. By agreeing below I am affirming that I am a UWM Student enrolled in classes during the time of travel. I am requesting that Student Involvement use grant funds to make purchases on my behalf.

By typing my name in the indicated fields, I hereby certify that all of the information submitted in this transaction entry is true, accurate and complete. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement. I further understand that false statements made knowingly and willfully may constitute, and be punishable as, crimes such as perjury, theft, attempted theft, criminal mischief, forgery, criminal impersonation, scheme to defraud or criminal use of a computer; or other criminal offenses under state, municipal, or federal law. False statements may also be grounds for disciplinary proceedings under appropriate policies for students, faculty and staff members.

	I have read, understand and agree to this statement.
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Use of SAC funds require authorization from a student organization officer. An Email will be sent to the officer you list below to electronically approve your travel request. This needs to be done prior to your meeting with Student Involvement. Please make sure that you notify the officer to check his/her email.

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