



SOUTHERN UNIVERSITY LAW CENTER
STUDENT BAR ASSOCIATION
TRAVEL FUNDING REQUEST FORM

For student and recognized student organization requests to the SBA

IMPORTANT: This form requests financial support from the Student Bar Association only. Submission does not guarantee SBA funding and does not constitute official Law Center approval to travel. Applicants must separately comply with the Office of Student Affairs travel approval process and all applicable Law Center requirements.

SECTION I - APPLICANT INFORMATION

Student / Organization Name	_____
Student Representative	_____
Email / Phone	_____
Faculty Advisor, if applicable	_____
Number of Students Traveling	_____
Names of Travelers	_____ _____

SECTION II - TRAVEL INFORMATION

Event / Conference / Competition	_____
Type of Event	☐ Conference ☐ Competition ☐ Training ☐ Professional Development ☐ Other: _____
Location	_____
Event Dates	_____
Anticipated Travel Dates	Departure: _____ Return: _____
Registration Deadline	_____

Brief description of the event and its purpose:

Explain how the travel will benefit the participating student(s), the organization, and/or the SULC student body:

SECTION III - ITEMIZED TRAVEL BUDGET

Expense	Basis / Quantity	Estimated Cost
Registration Fees		\$
Airfare / Transportation		\$
Hotel / Lodging		\$
Ground Transportation		\$
Meals / Per Diem		\$

Expense	Basis / Quantity	Estimated Cost
Baggage Fees		\$
Other Incidentals		\$
Other: _____		\$
TOTAL ESTIMATED TRAVEL COST		\$

SECTION IV - SBA FUNDING REQUEST

Amount Requested from SBA	\$ _____
Other Funding Requested / Secured	☐ No ☐ Yes - Source: _____ Amount: \$ _____
Prior SBA Travel Funding This Academic Year	☐ No ☐ Yes - Amount: \$ _____

SECTION V - REQUIRED SUPPORTING DOCUMENTATION

Attach, as applicable: ☐ Event flyer/brochure/website information ☐ Registration documentation ☐ Airfare estimate
☐ Hotel estimate ☐ Itemized budget ☐ Event schedule ☐ Traveler list ☐ Other supporting documentation

SECTION VI - APPLICANT CERTIFICATION

I understand that: SBA may approve the request in full, approve a reduced amount or only certain expenses, deny the request, or request additional information. I may be asked to appear before the SBA Executive Board to briefly discuss the proposed travel, its benefit, and the requested budget. Any SBA funding remains subject to Law Center administrative approval, procedures, documentation requirements, and availability of funds.

Applicant / Organization Representative	Signature: _____ Date: _____
Faculty Advisor, if applicable	Signature: _____ Date: _____

Submit this form and all supporting documentation through the SBA travel funding submission process.