



Student Organization & Leadership Fund (SOLF) Request for Travel

The Student Organization Leadership Fund is an excellent opportunity to utilize resources that not only provide items your student organization may need but also to advance student engagement and contribution to participation in ASU! SOLF exists as a tool to teach money management, communication, and planning skills to students.

- It is the expectation that students will complete the funding paperwork required for travel.
- All SOLF Requests for Travel are due 30 days before funding is needed.
- A copy of the event information must be submitted with this application

organizations@angelo.edu

RSO Name (Please do not abbreviate): _____

Full name of RSO member responsible for coordinating this event: _____

ASU Email: _____@angelo.edu

Advisor & RSO President Review:

By signing below, I certify that I have reviewed and I support the following SOLF request.

Advisor Name: _____

Advisor ASU E-mail: _____

Advisor Signature: _____

I will

- Attend the event with the RSO
- Not attend the event with the RSO, but will submit a memo to the Vice-President of Student Affairs

RSO President Name: _____

RSO President ASU Email: _____

RSO President Signature: _____

SOLF Travel Request Application

Travel Information:

Conference/Trip Name:

- I have attached a copy of the event information

Date and Location of Event: _____

Purpose of the trip

- Educational Event
 Student Leadership Development
 ASU School Spirit or Competitive Representation

Other:

The number of students planning to travel: _____

Academic Dean Review (For Academic, Professional, or Honor Societies only)

Any Academic/Professional organizations or Honor Societies requesting funds for travel must first seek financial support and approval of the appropriate Dean before SOLF Applications will be reviewed by SOAC.

Financial Support from the College of _____ in the amount of \$ _____

Signature of Academic Dean:

Please provide a brief overview of the following:

Briefly explain how attending this trip is a benefit to ASU:

List the two required campus or community events hosted to qualify for travel funding. Please include event name, date/time, location and brief description as well as approximate attendance numbers.

SOLF Travel Request Application

Funding Contributed by Student Organization:

The following amounts include, but is not limited to, funding received from ASU departments, sponsorships, fundraisers or organization members contribution.

	Amount
Registration	\$ _____
Transportation	\$ _____
Lodging	\$ _____
Meals	\$ _____
Incidentals	\$ _____
Other expenses	\$ _____
Total Contribution	\$ _____

Funding Requested from SOLF:

Please include supporting information to justify your request. i.e hotel confirmations, mileage estimation using google maps.

	Amount
Transportation	\$ _____
Lodging	\$ _____
(If traveling in Texas, state tax will not be covered. Please factor this in to your request.)	
Meals	\$ _____
Incidentals	\$ _____
Other expenses	\$ _____
Total Requested	\$ _____

(Must not exceed \$1500.00 per SOLF Guidelines)

MSAP Office Section

- Date Received:
- Verified by:
- RM Completion on File
- RSO Active Status
- SOLF Training is Complete
- Requisition Number:
- Expense Report Completed: