UTEP STUDENT GOVERNMENT ASSOCIATION

Student Non-Travel Request Authorization Form

Requestor/Organizing Department Information

Name of Requesting Student: _____ Student ID: _____

Mobile Phone: _____ UTEP Email: _____

If this non-travel request is associated with a Registered Student Organization, list the name below:

_____

Position/Title held within RSO: _____

Number of student participants in this activity, event, or project: _____
Number of employee (faculty/staff) participants in this activity, event, or project: _____
Number of non-employee/student participants in this activity, event, or project: _____

Activity, Event, or Project Information

Activity, Event, or Project Name: _____

Type of Activity, Event, or Project: _____

Location (City and State): _____ Country _____

Purpose of Activity, Event, or Project:
(include full name of conference, academic program, event, workshop, symposium) NO ACRONYMS

_____

Activity, Event, or Project Start Date: _____ (MM/DD/YYYY)

Activity, Event, or Project End Date: _____ (MM/DD/YYYY)

Bill Request Information

Name of Requesting Student: | Student ID:

Mobile Phone: | UTEP Email:

If this non-travel request is associated with a Registered Student Organization, list the name below:

Position/Title held within RSO:

Estimated Cost Breakdown

Flowers and Plants:	
Gift cards and gift certificates:	
Tangible gifts and awards:	
Non-consumable supplies used for events:	
Consumable supplies used for events:	
Other:	
TOTAL ESTIMATED COST:	

By submitting this bill request –

I certify that these funds will be used only for the purposes requested and approved. If for any reason this activity, event, or project is cancelled or postponed, I will return all the appropriated funds to the Student Government Association (SGA) and notify the SGA Senior Coordinator of this return.

I accept responsibility for any failure to submit a finalized itemization of expenses and the finalized itemized receipts/invoices/itineraries to the SGA Senior Coordinator no later than ten (10) business days after the last day of the travel related activity, event, or project. I understand that failure to submit this documentation after ten (10) business days will forfeit appropriated monies.

I acknowledge that appropriated monies will be disbursed as a reimbursement after the SGA Senior Coordinator has verified the finalized itemization of expenses and the finalized itemized receipts/invoices/itineraries.

I understand that, to be eligible to receive SGA funding, every student must be in good standing with the University and not be on academic or disciplinary probation and have maintained a cumulative GPA of 2.5 or above; undergraduate students must be enrolled in at least twelve (12) semester credit hours during each long semester or at least three (3) credit hours during the summer semester; and graduate students must be enrolled in at least nine (9) semester credit hours during each long semester or at least three (3) credit hours during the summer semester.

I understand that, to be eligible to receive SGA funding, every registered student organization must be registered with the UTEP Student Engagement and Leadership Center; have up to six (6) active members in the organization that are registered students at UTEP and are in good standing with the University; and have three (3) officers in the organization.

Signature | Name