

UVSS Travel Pool Application



General Info

APPLICANT: _____

DATE SUBMITTED: _____ AMOUNT REQUESTED: _____

CONTACT NAME: _____ NUMBER OF PEOPLE: _____

PHONE #: _____ EMAIL: _____

Declaration of Intention: Will you report back to Course Union Council about the conference? _____

Event Details

LOCATION: _____ DATE: _____

CONFERENCE NAME: _____

PURPOSE & DESCRIPTION: _____

How will your Course Union or the UVic community benefit from this project?

I have read and understood the information on the second page of this document ()

FOR THE DIRECTOR OF STUDENT AFFAIRS ONLY:

Date Presented: _____ Amount Received: _____

Date approved by board: _____ Date reporting back to Course Union Council: _____

UVSS Travel Pool Application



Budget

COST BREAK DOWN (or attach a budget):

ITEM	COST

TOTAL COST: _____

FUNDRAISING EFFORTS:

Source: _____

Source: _____

Amount: \$ _____

Amount: \$ _____

Source: _____

Source: _____

Amount: \$ _____

Amount: \$ _____

IMPORTANT INFORMATION

- **Who Can Apply?** Any UVSS Member in good standing, but it's up to Course Union Council to hear requests and decide which applications to approve.
- **What can Travel Pool be used for?** Travel Pool is a fund for academic conferences or other events which are academic in nature, and related to the applicant's area of study. It can only be used for travel costs, registration or accommodation.
 - **Upon return**, travel pool recipients must report back to the council on the conference.
- **How much can be applied for?** There is no maximum amount that an individual or group can apply for, however, any application over \$100 for an individual or \$300 for groups of three (3) or more requires a two-thirds (2/3) vote and approval from the Board of Directors.
 - **Requests for allocations exceeding \$100 for individuals, or \$300 for groups of three (3) or more must have a representative attend the course union council meeting where the application is being discussed.**
- **How are the funds released?** If you receive a travel pool grant you can access the money via cheque requisition form (available in the SUB and on uvss.ca). The account number is 3340. In order to receive the cheque, you **must submit itemized receipts**. The money can only be used for travel costs, registration or accommodation.
- **Applications can be submitted** to two places (or via email to affairs@uvss.ca):
 - The Director of Student Affairs' box in the UVSS Students' Society Centre
 - The Director of Student Affairs' box in the SUB General Office.

Questions? Email the Director of Student Affairs at affairs@uvss.ca or call at (250) 721-8367