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:

_____________________________________________________________________________________

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

_____________________________________________________________________________________

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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: ______________

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

**Budget**

**COST BREAK DOWN** (or attach a budget):

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<th>ITEM</th>
<th>COST</th>
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TOTAL COST: __________________________

**FUNDRAISING EFFORTS:**

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<th>Source</th>
<th>Amount: $__________</th>
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**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*