



Student Life Travel Packet

Student Organization Travel Request fall under Procedure Number: A6Hx2-5.13B.

Student organization travel must be requested and coordinated by the advisor to the student organization. Student organization and advisor travel shall be approved and conducted in accordance with College Policy 6Hx2-6.21.

Clubs and organizations may travel in and out-of-state to attend workshops, conferences, competitions, and other events. Travel plans should be of an educational nature, not social. Trips must be developmental. Priority will be given to groups that are presenting/ competing on behalf of the college.

Funding is on a first-come, first-serve basis and limitations may apply. Only one trip, per club, per academic year can be sponsored through Student Life. Funding for the trip cannot exceed \$1500 for travel accommodations for all participants (conference registration, hotel stay & transportation).

Process For Travel

Process must be initiated 6-8 weeks in advance of travel

Step 1- Get Quotes for all Travel Expenses

Step 2- Get SL Approval via completed Student Life Travel Packet

Step 3- Create Spend Authorization in Workday to Obtain Travel Card. The application process and documents are available on BC Connect > Departments > Procurement> Procurement and Travel Card

Step 4- Create Spend Authorization to Get Approval for Travel Expenses

Step 5- Book your Travel Arrangements (flights, hotel, car, etc.) & Pay for Conference Fees

Step 6- Travel and Pay for Additional Expenses (keep receipts)

Step 7- Expense Report in Workday



Anticipated Travel Expense Form

Club/Organization Name _____

Club Advisor _____

Phone _____ Room _____

Event _____ Date (s) _____

Mode of Transportation _____ Location _____

Item	Quantity	Fee	# Days	# Room (s)	Total
Student - Registration					
Advisor - Registration					
Meals					
Lodging					
Transportation					
Taxi/Shuttle					
Tolls					
Mileage (\$ 0.445 p/miles)					
Gas					
Other					

Total Anticipated Expenses _____ Total Amount Organization Will Contribute _____

Total Amount Requested From Student Life Funds _____

Signature of Club Advisor Faculty/Staff Chaperone

Date

Department Head Approval

Date

By signing this form all parties agree to abide by Broward College Procedure Number: A6Hx2-5.13B & College Policy 6Hx2-6.21.

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Funds Request and Travel Rationale Form

Date of Request _____

Club/Organization Name _____

Club Advisor _____

Phone _____ Room _____

Event _____ Date (s) _____

Location _____

Mode of Transportation _____

RATIONALE FOR ATTENDANCE

(please specify how your participation aligns with college initiatives such as learning outcomes, legislative advocacy, and/or the Strategic Plan)

BENEFITS TO ORGANIZATION

Number of Students in Organization _____

Number of Students Attending Event _____

Number of Chaperones Attending Event _____

Total Anticipated Expenses _____

Amount Requested _____

Club Advisor or
Lead Faculty/Staff Chaperone _____

Date _____

Department Supervisor _____

Date _____

Director of Student Life Approval _____

Date _____