

Date Submitted to Dean Gaunt:

## Student Organization Conference Funding Request

Student organizations may receive up to \$750 from Dean Gaunt's account and \$1500 from SBA for conference travel on a first come, first served basis. Students should request funding through SBA, either through the initial budget request process or through the Ad Hoc Process.

After the student organization has received approval from SBA, schedule a 15-minute appointment with Dean Gaunt at [calendly.com/abigailgaunt](https://calendly.com/abigailgaunt) to review travel plans. Bring documentation from SBA and this completed form.

### Conference Details

Student Organization:

Student Organization Contact:

Conference Name:

Location (School/Hotel/Event Venue, City, State):

Dates of Conference (MM/DD – MM/DD):

# of Nights for Hotel:

Number of Students Attending:

### Budget for Conference

Registration cost (\$/person):

Total Registration Cost:

Total Flight Cost:

Nightly Rates for Hotel Room:

Check-in Date:

Check-Out Date:

Nights at Hotel:

Number of Rooms:

Total Hotel Budget:

List Preferred Hotel or Hotel Location:

**How will costs exceeding the approved amount be covered? (9-account, students bear expense, etc.):**

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**After meeting with Dean Gaunt, email Dean Gaunt, Lisa Sette, and Alex Andara this completed form and a completed Guest Form for each traveler.**

WITHIN 48 HOURS AFTER RETURN: All students must provide proof of attendance (e.g., picture at event, registration name tag, boarding pass) and must obtain hotel itemized receipt and submit to [agaunt1@tulane.edu](mailto:agaunt1@tulane.edu) and [aandara@tulane.edu](mailto:aandara@tulane.edu).

To request reimbursement for travel expenses (transportation to airport, gas, etc.), students should submit an original and copy of the Request for Travel Reimbursement form and Travel Itemization Form with itemized receipts and proof of travel to SBA Finance Chair outside of Suite 261.

## Tulane University Guest Traveler Form

### **Traveler Information:**

Name as appears on photo ID:

Gender:

Date of Birth:

Traveler e-mail:

Cell phone of Traveler:

Passport information (if International):

### **Travel Plans:**

Departure/Arrival cities:

Dates of travel:

Preferred airlines:

Reward and TSA Pre or Global Entry numbers:

Preferred seats:

Additional Comments:

Note: Traveler may submit a preferred itinerary for approval. Once approved, the approver can forward the itinerary to an agent to complete the booking. The final itinerary may not match exactly depending on timely submission and availability.

### **Travel approver information:**

Name of Travel approver:

E-mail of Travel approver:

Phone number of Travel approver:

Last 4 digits of credit card to be used:

Notes (cost restrictions):

If card holder chooses to submit this form via e-mail to an agent, you are giving permission for this traveler to use your credit card for travel expenses charged by World Travel Service, Inc.

# REQUEST FOR TRAVEL EXPENSE REIMBURSEMENT

1. Complete this form. All spaces must be filled. If SBA funding was provided, use 222225 as account number.
2. Attach documentation
  - a. original itemized receipt showing proof of payment
  - b. completed Travel Expense Itemization sheet
  - c. proof of travel (e.g., boarding pass or copy of conference nametag)
3. Submit original and one copy of all forms and supporting documents to the SBA Finance Chair outside of room 261.
4. Note if you select Hold for pick-up in Student Organization Center that you will not receive notice when check arrives. You should check in the Student Organization Center at the LBC 3 weeks after you submit your paperwork.

Date \_\_\_\_\_

Organization \_\_\_\_\_

1st Account & Natural Account \_\_\_\_\_ / \_\_\_\_\_ Amount \_\_\_\_\_

2nd Account & Natural Account \_\_\_\_\_ / \_\_\_\_\_ Amount \_\_\_\_\_

Person to be Paid \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

TU ID # \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Date/Time of Departure \_\_\_\_\_ Date/Time of Return \_\_\_\_\_

Purpose of Trip (name of conference/competition, location) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Expenses \_\_\_\_\_

Amount to be Reimbursed \_\_\_\_\_

**Check disposition instructions:**

Hold for pickup in SOC

Mail to recipient

Requested by \_\_\_\_\_  
*Name Phone Number Email*

Approved by \_\_\_\_\_  
*Student Organization Advisor signature*

**For Office Use Only**

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Number \_\_\_\_\_



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# NATURAL ACCOUNTS / EXPENSE AND REVENUE

## Expense Natural Accounts

### SALARIES AND BENEFITS

- 5331 Salaries—Hourly Staff
- 5411 Salaries—Students
- 5412 Salaries—Work Study Students
- 5861 Benefits—Students
- 5867 Benefits—Staff

### COMMUNICATIONS

- 6114 Phone Charges—Long Distance—Telecommunications
- 6132 Cellular and Beeper Service

### SUPPLIES AND OPERATING EXPENSES

- 6141 Postage
- 6211 Operating Supplies
- 6212 Office Supplies
- 6221 Dues and Memberships
- 6222 Advertising
- 6224 Books and Subscriptions
- 6226 Licensing Fees

### COPYING, PRINTING AND PUBLICATIONS

- 6231 Printing—Reports, Brochures, Journals
- 6233 Illustration Services/Art Work
- 6235 TV and Audio Visual Services
- 6241 Photocopy Machine—Supplies
- 6242 Photocopy Machine—Other
- 6243 Copying

### COMPUTER EXPENSES

- 6351 Computer Licensing Fees
- 6357 Software Maintenance Expenses
- 6358 Hardware Maintenance Expenses

### PROFESSIONAL AND CONSULTING

- 671G Guest Speaker or Artists
- 6712 Attorneys Fees
- 6713 Other Professional and Consulting Fees
- 6722 Independent Contractor—Business Associate
- 6723 Royalties

### RENTALS

- 6811 Rental—Audio Visual
- 6812 Rentals—Real Estate
- 6815 Rentals—Equipment
- 6816 Rentals—Other

### MAINTENANCE SERVICE CONTRACTS

- 6821 Photocopy Machines
- 6822 Office Equipment

### REPAIRS AND MAINTENANCE

- 7121 Routine Maintenance
- 7123 Repairs—Fixed Equipment
- 7124 Moveable Equipment
- 7125 Vehicle Repair and Maintenance
- 7132 Vehicle Fuel

### OTHER

- 7461 Temporary Labor Agents
- 7511 Minor Equipment—under \$2500
- 7512 Minor Equipment—Computers
- 7522 Local Meal—Campus
- 7543 Entertainment (students)
- 7842 Prizes and Awards
- 7851 Other

### TRAVEL

- 753A Conference Registration Fees
- 7531 Employee Vehicles—Parking, Tolls
- 7532 Domestic Transportation
- 7534 Foreign Transportation
- 7536 Domestic Lodging, Meals, Other Expenses
- 7538 Foreign Lodging, Meals, Other Expenses
- 7542 Visiting Professionals

### EQUIPMENT—OVER \$2500

- 8221 Office Equipment
- 8222 Furniture and Fixtures
- 8223 Computer Equipment
- 8226 Communications Equipment
- 8227 Transportation Equipment
- 8229 Athletic Equipment

### RECHARGE (CAMPUS ONLY)

- 8812 Student Media (Services)
- 8813 Facilities Services (Labor)
- 8815 Keys
- 8831 Phone Service—Annual Charge
- 8832 Phone Service—Move, Add or Change
- 8847 Security
- 8861 Computers/Computer-Related Services
- 8866 Parking Services

## Revenue Natural Accounts

- 4121 Undergraduate Activity Fees
- 4122 Graduate Activity Fees
- 4125 Non-Tuition Related Fees
  
- 4311 Donations—Individual (Gift Accounting Only)
- 4312 Donations—Corporate (Gift Accounting Only)
- 4313 Donations—Foundations (Gift Accounting Only)
- 4314 Donations—Other (Gift Accounting Only)
  
- 4413 Advertising—Campus, Local and National
- 4432 Fines
- 4441 Membership Dues
- 4494 Other Revenues