

**Student Government Association (SGA)
Student Conference Fund and Humanitarian/Outreach Fund
Request Form**

All current, full-time students are eligible for conference travel reimbursement funds or funds for Humanitarian/Outreach trips.

Each year the SGA allocates a percentage of its total budget to these funds. Reimbursements are available for travel/events between July 1st and June 30th of the current academic year. Request forms **MUST BE TURNED IN BY mid-MARCH**. Once all the applications are submitted the SGA treasurer will divide the requests equally and issue checks in mid-May. Students may only apply for **either** travel funds or humanitarian/outreach funds. If you have any questions please contact the SGA Finance Chair.

Reimbursement will only be awarded upon proof of receipt. If your travel/events occurs **AFTER** the mid-March submission date, you may submit an estimation of your expenses but you will not receive a reimbursement check until you have submitted your receipts.

Please drop off the attached form and receipts in the SGA mailbox located in Student Services (3rd floor) or via mail to: ATSU – SGA, 5850 E. Still Circle, Mesa, AZ 85206 (no faxes please).

Conference Fund Request (attach receipts)

Name:	
Date:	
Program:	
Conference Title:	
Conference Date:	
Conference Location:	
Conference Expenses:	
Transportation:	\$
Lodging:	\$
Conference Fee:	\$
Student Signature:	
Comments/ Questions:	

Humanitarian/Outreach Fund Request (attach receipts)

Name(s):	
Date:	
Program:	
Humanitarian/Outreach Event:	
Event Date:	
Event Location:	
Event Expenses:	
Transportation:	\$
Lodging:	\$
Supplies:	\$
Student Signature:	
Comments/ Questions:	

Student: Do not write below this line.

Amount Awarded:	
Check number:	
Date:	