

# Student Government Travel Budget Request (example entry)



- Access Docutraq at <https://www.docutraq.sg.ufl.edu> via Google Chrome using your Gatorlink login credentials.
  - The President and Treasurer of the student organization will see their Org name show up for access. Anyone else will need to be given your Org password for access.
    - At the time of setup, Docutraq will match the officers seen in GatorConnect. If you revise your officers in GatorConnect, you must contact SG Finance for a Docutraq update.
- Once at your Org dashboard, select “Your Budget/Create a Budget Request/Continue/+ New Travel” to get to the Budget Request page.
  - If you want to see previous approved budget requests select “Your Budget/Review Budget Requests” and change the “Filter by Type” to “Legacy Budget Request”. Pick the fiscal year you want to see.

# Budget Request Page choices (click on “Select” for preferred request)

## What type of request are you doing?

Before we can move forward, you need to tell us what kind of a request this is.

### Operational Budget Request

Annual budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for General Body Meetings, food for General Body Meetings, Marketing, Storage, and Awards.

Select

### Travel Budget Request

Budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for expenses related to travel beyond UF's campus. This does not include programming events held off campus or travel grants. Travel Grants shall be allocated by the Travel Grant Sub-Committee for Professional Development and Conference Presentation travel (<http://ufgsc.org/faqs.html>).

Select

### Event Budget Request

Date specific budget approved by the Allocations Committee that allocates funds for Student Government Funded Organizations for events or programs excluding General Body Meetings (operational), as well as special projects through student organizations.

Select

# Travel and Services page


## Travels and Services

[+ New Travel](#) [Load an Existing Travel](#)

[Save Travel Summary](#) [Delete](#) **Travel Total: \$2,000.00**

---

### Travel #1 - Part I: Trip Description

Title of Activity:  Priority:  **Low**

Purpose - Benefit to general UF student body:

Dates of Travel:  
From:  To:   
Destination:   
Number of Travelers:





| Other sources of funding and dollar amounts (such as co-sponsorships): | Description          | Amount               |
|--|----------------------|----------------------|
| <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| <input type="text"/>   | <input type="text"/> | <input type="text"/> |

# Budget Line Items

## Part II: Enter Items

Refresh

### Transportation - Total: \$0.00

| Description       | Cost Per Item | Quantity | Total Cost | + Add   |
|-------------------|---------------|----------|------------|---|
| Airfare           | \$300.00      | 4        | \$1,200.00 |   |
| Enterprise Rental | \$50.00       | 4        | \$200.00   |   |



### Other

You have no items for this budget line. [Add a New Item](#)

### Accommodations - Total: \$250.00

| Description  | Cost Per Item | Quantity | Total Cost | + Add   |
|--------------|---------------|----------|------------|---|
| Hotel/AirBNB | \$250.00      | 1        | \$250.00   |   |

### Registration - Total: \$350.00


| Description             | Cost Per Item | Quantity | Total Cost | + Add   |
|-------------------------|---------------|----------|------------|---|
| Conference Registration | \$87.50       | 4        | \$350.00   |   |

## Review Your Budget Request

Travel Items

Travel Total: \$2,000.00 (100% of total budget)

 Refresh

| # | TITLE                     | TRANSPORTATION | OTHER  | ACCOMODATIONS | REGISTRATION | TOTAL      | PRIORITY |   |
|---|---------------------------|----------------|--------|---------------|--------------|------------|----------|---|
| 1 | Accounting & Finance Show | \$1,400.00     | \$0.00 | \$250.00      | \$350.00     | \$2,000.00 | Low      |  |
|   |                           |                |        |               |              | \$2,000.00 |          |   |

- Make sure your budget request and items are in compliance with the current 800 codes (807s) before submitting to the Budget & Appropriations Committee for review.
  - \$500 cap per travel up to 4 travelers or more. \$2,000 total cap.
  - Itemized Receipts turned in AFTER travel is completed.
    - Group Travel Form must be submitted as well if more than one traveler: <https://www.sg.ufl.edu/Finance/Forms>