

## How to claim your ASUA Club Appropriations Travel Funding

Funding can only be claimed after senate has approved appropriations allocations on Wednesday nights. You can begin claiming your funds on Thursday following your award.

Email the ASUA business team your funding number, club W9, and receipts you were awarded funding for your travel.

Individuals will **not** be reimbursed for expenses – only a recognized club can be reimbursed.

### **What to email to the ASUA business team**

Charges are reimbursed directly to the club. Email the ASUA Business team your club's W9.

Receipts must be submitted within **30 days** after the trip, or you will forfeit your allocation.

The below must be emailed to the ASUA business team:

- A W-9 for the club filled out and signed.
- Travel receipts for approved expenses. Receipts must be itemized, credit card receipts showing only the totals will not be accepted.
- If a motorpool vehicle is requested, you must fill out and submit the [Motorpool Request Form](#) found on the Campus Groups website as soon as funding is fully approved. Once you return and receive your receipt, email it to ASUA and we will reimburse.
- ASUA will only reimburse for the cheapest hotel nightly rate within 1 mile of your venue. This includes Airbnb stays.

### ASUA Contacts

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