

# Marsh Travel Fund

## Budget Proposal Guidelines

This guide should be used for submitting proposals to the Marsh Travel Fund.

*Please note: The Marsh Travel Fund only covers costs for undergraduate students.*

Depending on your status (individual, group, club, etc.) and the nature of your activity, some requested information may not apply.

Please include all applicable sections.

### **I. Proposal Title**

### **II. Contact information:**

- A list of all current undergraduate students participating: Please include names, UID, cell phone, and e-mail address
- Individual who will make travel arrangements and collect the waivers for students. Please provide PTA and/or account to credit if funds are to be transferred.

### **III. Project description:**

- A description of the proposal, including background and plan for the proposed travel. Please list faculty or instructors who will participate.
- Purpose and intended impact
- Letter of support from the Faculty Member, Instructor, or Staff member requesting funds.

### **IV. Club or organization information (if relevant):**

- Club/organization purpose and URL
- Membership information: number of active club members, number of undergraduate students. To what extent will non-undergraduate students be involved in the activity?

### **V. A detailed breakdown of all costs related to your proposal (not just those you are requesting from the Travel Fund).**

- Specify whether they are known costs or estimates.
- Total amount requested.
- Include copies of all price quotes you have obtained.  
(Please note: the fund does not cover the cost of food.)

### **VI. Other funding sources.**

- Is the project being subsidized by other funding sources? For what other funding sources are you (considering) applying? What has been approved? List dollar amounts and be specific.
- Past funding: If this is not a new proposal, how has it been funded in the past?