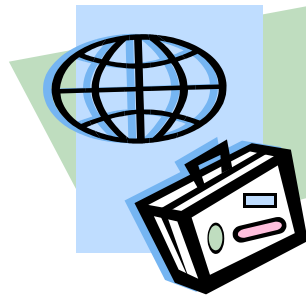




## Office of Student Life and Services

### Clubs and Organizations



### “Travel Funding Request Submission”

Club/organization travel is focused on professional development opportunities and academic enhancement. Many clubs and organizations travel to professional conferences and even serve as presenters at professional conferences/organizational events and activities. Chartered and recognized clubs and organizations have the opportunity to submit travel funding request to the Division of Student Affairs, Office of Student Life and Services. In addition to submitting a funding request to the Office of Student Life and Services, clubs and organizations must also submit a “Club and Organization Proposal for Club Travel”.

The screenshot shows a Microsoft Word document titled "Club and Organization Proposal Template for Club Travel-07.10 [Compatibility Mode] - Microsoft Word". The document is a template for a proposal, featuring the University of the District of Columbia logo at the top. Below the logo, the text reads: "Division of Student Affairs", "Office of Student Life and Services", and "Club and Organization Proposal for Club Travel". The main body of the document contains instructions for clubs and organizations, stating that proposals must be submitted to the Student Activities Advisor sixty (60) days or more prior to the proposed travel date. It also lists the required information for the proposal: TITLE, OBJECTIVE, SCOPE OF EVENTS, CLUB ORGANIZATIONS RESPONSIBILITIES, and BENEFITS AND CONTRIBUTION TO UNIVERSITY. The document is displayed in a window with a standard Windows taskbar at the bottom.

Club and Organization Proposal Template for Club Travel-07.10 [Compatibility Mode] - Microsoft Word

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Page: 1 of 1 Words: 270

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UNIVERSITY OF THE DISTRICT OF COLUMBIA 1851

Division of Student Affairs  
Office of Student Life and Services

**Club and Organization Proposal for Club Travel**

Clubs and organizations must include the following information in the development of club travel proposal. Proposals must be submitted to Student Activities Advisor sixty (60) days or more prior to proposed travel date. Proposals must include travel supporting documentation (conference/event documentation and other travel logistics). A travel proposal is required for local and out-of-state travel.

**TITLE:**

**OBJECTIVE:**  
Specify the purpose of travel.

**SCOPE OF EVENTS:**  
List specific details of travel events and activities, include request for funding if necessary.

**CLUB ORGANIZATIONS RESPONSIBILITIES:**  
Explain club/organization role(s) during travel.

**BENEFITS AND CONTRIBUTION TO UNIVERSITY:**  
Explain how travel will benefit the club and organization, as well as the University Community. Also explain how the club/organization will showcase learned knowledge from travel experience to University Community upon travel return (ex. workshop, seminar, guest speaker, poster session).

Club/Organization Proposal for Club Travel is located on the Student Life and Services' website, under "Important Forms", [www.udc.edu/student\\_life/importantforms](http://www.udc.edu/student_life/importantforms).

Funding request must include the following:

- ✓ A Direct Voucher Payment Request Form aka Form 440.

The screenshot shows the 'DIRECT VOUCHER PAYMENT REQUEST' form in Microsoft Excel. The form is titled 'DIRECT VOUCHER PAYMENT REQUEST' and includes the University of the District of Columbia logo. The form is divided into several sections:

- REQUEST DATE** and **PAYMENT DUE DATE** fields.
- VENDOR INFORMATION** section with fields for BANNER VENDOR NO. (N#), VENDOR NAME, ADDRESS, and CITY, STATE, ZIP CODE.
- DELIVERY INSTRUCTIONS** section with a note: (Leave blank if same as vendor information).
- VENDOR STATUS** section with checkboxes for BANNER NEW VENDOR (W-9 FORM MUST BE SENT TO PROCUREMENT) and BANNER EXISTING VENDOR.
- PAYMENT TYPE** section with checkboxes for REGISTRATION FEES, STUDENT STIPENDS, HONORARIUMS, LEASE, INSURANCE, OTHER (Specify), MEMBERSHIP DUES, STUDENT TRAVEL, MOU, UTILITIES, and LEGAL.
- PROPER SUPPORTING DOCUMENTS** section with checkboxes for YES and NO.
- BUDGET (FOAPAL)** section with a table for FUND, INDEX, BANNER ACCOUNT CODE, DESCRIPTION, and AMOUNT.


- ✓ Direct Voucher Payment Request Form must include: Vendor Information; Delivery Instructions; Vendor Status; Payment Type; Proper Supporting Documents; Description; Amount; and Club Advisor, Club President and Treasurer Signatures.

Proper supporting documents must be a quote of travel (i.e. conference registration fees; lodging; transportation) as noted in the funding request. If vendor of funding request is not a university-approved vendor, a University Vendor Application and W-9 with a vendor telephone number must be included in funding request.

UDC W-9 Form.pdf - Adobe Reader

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**THE UNIVERSITY OF THE DISTRICT OF COLUMBIA  
VENDOR APPLICATION FORM**

This information is required so that (1) Business, or (2) Individual, may be placed on the District of Columbia Government data base. **Please print clearly** the information pertaining to you.

Please complete and return Taxpayer Identification Number and Certification (W9) Form along with the information listed below: PLEASE **DO NOT** USE P. O. BOX NUMBER FOR MAIN ADDRESS

**BUSINESS**

1. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Payment Address: \_\_\_\_\_

Street No. \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Tax Payer Business: \_\_\_\_\_

Employer Identification number \_\_\_\_\_

AND \_\_\_\_\_

Tax Payer Business: \_\_\_\_\_

Dun and Bradstreet number \_\_\_\_\_

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UDC W-9 Form.pdf - Adobe Reader

File Edit View Document Tools Window Help

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**W-9**  
Form (Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return) \_\_\_\_\_

Business name, if different from above \_\_\_\_\_

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ☐ Other (see instructions) ☐ Exempt payee

Address (number, street, and apt. or suite no.) \_\_\_\_\_

City, state, and ZIP code \_\_\_\_\_

List account number(s) here (optional) \_\_\_\_\_

Requester's name and address (optional) \_\_\_\_\_

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number \_\_\_\_\_

OR

Employer identification number \_\_\_\_\_

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

Print or type  
See Specific instructions on page 2.

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- ✓ A Government of the District of Columbia Request and Authorization for Official Travel Form.

The Request and Authorization for Official Travel Form is for clubs/organizations' advisors and University employees only. A copy of this form can be obtained from the Student Activities Specialist, Building 38, A-07 or the "Important Forms" tab on the Student Life and Services Website, [www.udc.edu/student\\_life/importantforms](http://www.udc.edu/student_life/importantforms).

Travel-related funding requests must be submitted to the Office of Student Life and Services within sixty (60) or more days of proposed travel. Funding requests are approved by the Undergraduate Student Government Association (USGA) and Office of Student Life and Services if funding request is allocated from club/organization budget award or the USGA directly. All funding requests must be approved by the Associate Vice President for Student Life and Services and/or Vice President for Student Affairs. Clubs and organizations will receive written notification of funding request status.

\*Clubs and organizations can consult the Office of Student Life and Services, Student Activities, for travel planning assistance.