

ASUU Individual Travel Funding Instructions

August 6, 2019

Step 1: Log into Campus Connect (getinvolved.utah.edu). At the upper right-hand side of the screen, click on your name. It will open a menu. Click “Submissions.”

The screenshot shows the Campus Connect website home page. The user menu is open, showing options like Event Pass, Event History, Memberships, Experiences, Service Hours, Involvement Record, Submissions, Notifications, Downloads, and Sign Out. The user's name, Devon Cantwell, is visible at the top right of the menu.

Step 2: Select the “Budgeting” tab on the far right and click the “Create Request” button.

The screenshot shows the 'My Submissions' page in the 'Budgeting' tab. The page displays a table of 'Personal Budget Requests' with columns for Status, Request Name, Process, Submitted, and Amount. A '+ CREATE REQUEST' button and a search bar are visible at the top right of the table.


| Status | Request Name | Process | Submitted | Amount |
|-----------|---|---|-----------|----------|
| Withdrawn | Iheart Taylor | Individual Travel Application (2019-2020) | --- | \$600.00 |
| Withdrawn | Lover Tour | Individual Travel Application (2019-2020) | --- | \$600.00 |
| Saved | New Taylor Swift Concert | Individual Travel Application (2019-2020) | --- | \$600.00 |
| Withdrawn | Taylor Swift Concert | Travel Funding (2019-2020)-broken | --- | \$600.00 |
| Withdrawn | Taylor Swift Education Center Visit | Travel Funding (2019-2020)-broken | --- | \$200.00 |

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August 6, 2019

Step 3: Select Individual Travel Application (2019-2020)

Create New Request

Select a Process or Budget to Start Your Request 

Process: [Individual Travel Application \(2019-2020\)](#)
Available from 8/1/19 7:00 PM to 4/1/20 7:00 PM
This travel form should be used by individuals who are applying through their College Student Council (CSC) only.

Step 4: Title your request. Something like “Devon Cantwell-Travel” helps the committee be able to easily find your information. In the description, we recommend giving a quick overview that gives us a snapshot of the important information (name of conference, dates, location, who you have applied for support from, and any other information you think would be helpful).

New Request: Individual Travel Application (2019-2020)

REQUEST

* Request Title (Required Field)


Description

* Amount (Required Field)
\$

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Step 4: When you open the application, you are asked three quick screening questions. The first question ensures that you have downloaded and read the Travel Guidelines. The second question ensures that the trip is not international. If the trip is international, you will not be able to proceed in the application as we can no longer fund international trips as of July 2019. The third question screens for humanitarian trips. In order for us to consider humanitarian trips, they must be sponsored by a Registered Student Organization (RSO), college, or department.

REQUEST  ADDITIONAL INFORMATION

Travel Example

Guidelines

* Have you read the [2019-2010 Travel Guidelines](#)?

Yes
 No

* Is this a humanitarian trip?

Yes
 No

* Is this an international trip?

Yes
 No

FINISH LATER ◀ PREVIOUS NEXT ▶

ASUU Individual Travel Funding Instructions
August 6, 2019

Step 5: Complete your application. When you have finished completing the application, you will be led to the following screen. You must click “Submit” in the bottom right hand corner for the application to be submitted.

Request: Individual Travel Application (2019-2020)

REQUEST ADDITIONAL INFORMATION

Travel Example

✓ You have completed all required Additional Information fields.

Additional Information Sections:

1. [Guidelines](#)
2. [Travel Application Information](#)
3. [Additional Information](#)
4. [Terms and Conditions](#)

FINISH LATER SUBMIT

Step 6: To verify that your application has been submitted, your budgeting tab should have the application listed with “Submitted” in the status column.

| | | | | |
|-----------|--------------------------------|---|-------------------|----------|
| Submitted | Travel Example | Individual Travel Application (2019-2020) | 8/6/2019, 10:37AM | \$600.00 |
|-----------|--------------------------------|---|-------------------|----------|

If you need to come back and finish the application later you can click “Finish Later” and the application will be saved and listed as “Saved” in your status. Click on the application to finish completing it.

| | | | | |
|-------|-------------------------------------|---|-----|----------|
| Saved | Taylor's Lover Tour | Individual Travel Application (2019-2020) | --- | \$600.00 |
|-------|-------------------------------------|---|-----|----------|

If you need to withdraw an application, you can click on the form and click “Withdraw.” Once it has been withdrawn it will remain in your Budgeting tab but be listed as “Withdrawn.”

| | | | | |
|-----------|--------------------------------|---|-----|----------|
| Withdrawn | Travel Example | Individual Travel Application (2019-2020) | --- | \$600.00 |
|-----------|--------------------------------|---|-----|----------|

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Other important things to note:

- The forms can take a minute to register responses and process form logic. If your form seems to be freezing up, click “Finish Later” and come back to the form.
- If you have continued issues as you are trying to submit, please contact us at info@asuu.utah.edu and cc your Senator.

| Last Name | First Name | ASUU E-mail | Title |
|-------------|------------|--|--|
| Abbinanti | Alan | aabbinanti@asuu.utah.edu | Senator, College of Pharmacy |
| Cantwell | Devon | dcantwell@asuu.utah.edu | Treasurer, College of Social & Behavioral Science |
| Cox | Amy | acox@asuu.utah.edu | Senator, College of Fine Arts |
| Gray | Moira | mgray@asuu.utah.edu | Senator, College of Humanities |
| Hardenbrook | Rebecca | Rhardenbrook@asuu.utah.edu | Academic Senate Exec. Rep., College of Science |
| Holmes | Sierra | Sholmes@asuu.utah.edu | Senator, College of Cultural & Social Transformation |
| Leeming | Connor | Cleeming@asuu.utah.edu | Secretary, Undergraduate Studies |
| Lehnardt | Ben | ELehnardt@asuu.utah.edu | Senator, S.J. Quinney College of Law |
| Mansfield | Hunter | hmansfield@asuu.utah.edu | Senate Vice Chair; Senator, College of Engineering |
| Martinez | Danielle | Dmartinez@asuu.utah.edu | Senator, College of Education |
| Ngo | Damon | DNgo@asuu.utah.edu | Senate Chair; Senator, David Eccles School of Business |
| Nguyen | Khue | Knguyen@asuu.utah.edu | Senator, College of Nursing |
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| Selvam | Varun | Vselvam@asuu.utah.edu | Senator, College of Architecture + Planning |
| Taylor | Joshua | Jtaylor@asuu.utah.edu | Senator, College of Mines and Earth Sciences |
| Thind | Avy | athind@asuu.utah.edu | Senator, College of Health |
| Thomas | Emily | ETHomas@asuu.utah.edu | Senator, School of Dentistry |
| Velasco | Maria | Mvelasco@asuu.utah.edu | Senator, School of Medicine |