

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 for The University of Utah. The user is logged in as Devon Cantwell. A dropdown menu is open, showing options: Event Pass, Event History, Memberships, Experiences, Service Hours, Involvement Record, Submissions, Notifications, Downloads, and Sign Out. The 'Submissions' option is highlighted.

Campus Connect
THE UNIVERSITY OF UTAH

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore University of Utah

Search Events, Organizations, and News Articles

Get Involved!
Schedule an appointment with the [Involvement Ambassadors](#) to receive personalized recommendations for some of the amazing involvement opportunities the U has to offer.

Campus Connect Guidebook
NEW: Check out the new [Campus Connect Guidebook](#) for an in-depth walk-through of the new platform! It can also be found toward the bottom of the page under [Campus Links](#).

ASUU Funding Now Open!
ASUU is now accepting funding requests (RSO & Individuals) & Assembly members. For more details, read the [News Article here](#).

Memberships

[Associated Students of the University of Utah](#) [Club Swim and Dive](#) [College of Social & Behavioral Science Student Council](#)

Devon Cantwell Account

Event Pass

Event History

Memberships

Experiences

Service Hours

Involvement Record

Submissions

Notifications

Downloads

Sign Out

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

The screenshot shows the Campus Connect Action Center. The 'BUDGETING' tab is selected. A table titled 'Personal Budget Requests' displays a list of requests with columns for Status, Request Name, Process, Submitted, and Amount. A '+ CREATE REQUEST' button and a search bar are at the top right of the table.

Campus Connect
THE UNIVERSITY OF UTAH

Action Center

My Submissions

FORMS ELECTIONS ORGANIZATION REGISTRATIONS EVENTS **BUDGETING**

Personal Budget Requests

+ CREATE REQUEST Search


Status	Request Name	Process	Submitted	Amount
Withdrawn	I heart Taylor	Individual Travel Application (2019-2020)	---	\$600.00
Withdrawn	Lover Tour	Individual Travel Application (2019-2020)	---	\$600.00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Withdrawn	Taylor Swift Concert	Travel Funding (2019-2020)-broken	---	\$600.00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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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 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 Recognized 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 

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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
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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
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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	Moirra	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
Sara	Scholes	sscholes@asuu.utah.edu	Senator, College of Social Work
Selvam	Varun	Vsevam@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