How To SpaceVision: Finances

A guide to receiving funding and planning your expenses

Charting Your Course to a Space Conference

SpaceVision is an incredible opportunity for students to get their footing in industry, gain experience in a professional setting, interact with like-minded peers, and learn about the past, present, and future of space. However, we understand that the idea of travel, especially out of state, can be daunting and expensive. This guide is designed to help you identify all your options for outside funding, organize internal expenses, and cut down on costs wherever possible to keep SpaceVision as accessible as possible.

This guide is split into two sections: Budgeting and Funding. Budgeting will break down all of the expenses you may encounter during your SpaceVision experience. Throughout this section, a running tally of mandatory expenses (such as basic food, travel, and housing), and optional expenses (extra dinners, sightseeing, etc.) will be consolidated to help your chapter identify a reasonable lower and upper bound on per-person costs.

Pro tip: The more people from your chapter who come, the more people to split costs with. Increments of 4 are generally best.

The second section of this guide is Funding. This section will present multiple avenues to receive funding, as well as give you best tips, outlines, and advice on how to apply for grants from different sources. In order to apply for many grants, you will often need to have a comprehensive idea of your costs, and we will walk you through proper organization methods for this purpose. This section will also include how to apply as a both a group and as individuals since you will likely need to do both.

Budgeting

For every purchase you make, both before and after you apply for funding - you ***MUST keep your receipts.*** Before officially booking flights and hotels yourself, make sure your intended funding sources do not require you to book through them. Sometimes, you will not be reimbursed if you make large purchases without first consulting your on-campus student group organization.

Tickets

The first expense you will encounter is naturally, tickets. Early Bird prices allow you to cut down on costs, but regular season tickets are not overly expensive. Compared to typical conferences where tickets are upwards of $1,000, we have done our best to keep prices low.

Student Ticket Price: $130

Fees: $6.99

Total: $136.99/student

There is also the option to attend the gala which occurs Saturday evening and consists of the awards ceremony, initiation of the new Board of Directors, food and drinks, and the opportunity for low-stakes, chill networking with students and industry leaders. The price of the ticket is made back in the value of giveaways and refreshments you receive by attending.

Gala Ticket Price: $50

Fees: $2.99

Optional Total: $52.99/student

Travel To SpaceVision

Travel often seems like the scariest part of planning a trip. Depending on where you're coming from, your travel expense will either be gas/rental cars or flights.

Deciding on whether to drive or fly depends on budget, car availability, and what you plan to bring to SpaceVision. We recommend not driving more than 10-12 hours with a single driver, as this usually requires an extra hotel stay and lots of leg cramps.

Driving (Student Cars)	Driving (Rental Cars)	Flying
Firstly, identify members that 100% plan on attending and who would be willing to give rides. You can either choose to cap out your member attendance based on this number, or look at rental cars. For example - if you have two members each with 4 seater cars, you can bring a total of 8 students. Secondly, you'll want to map out your route and see how long the trip will be. This is as simple as putting your location and your hotel/airBnB into Google Maps. Using this as a basis, you can plan out generally what gas prices will be. Get an estimate, and then multiply it by 10-15% to account for stops and the extra weight of a full car. Remember: you have to drive back too! Double your one-way costs. ***National Avg. Gas Price: $4/gal*** ***Total: 2(4)(car mileage)(miles)***	Driving with rental cars can be a great option if you want to split costs, but it can sometimes be a hassle. Firstly, many rental car places require the person renting to be at least 20 or 21, and a single member of your chapter will have to take on liability if anything happens to the car. You also need to make sure the company you choose will allow you to take their car over state lines, if you plan on doing so. Just like with student cars, you will need to know the route ahead of time and plan out your gas prices, multiplying typical mileage by 10-15% to account for a fully-loaded car and rest stops or detours. Plus, you need to drive back. ***National Car Rental Average: $500/week*** ***National Avg. Gas Price: $4/gal*** ***Total: 2(4)(car mileage)(miles) + 500***	If you live over 12 hours away or prefer the convenience of a flight, we recommend looking at flight tracking sites like SkyScanner or Expedia. You should plan to fly into PHX, and you can set up a tracker to watch prices and get the best deal. US-Based flights are typically cheapest 1-3 months in advance. Decide on how much baggage you plan to bring. If a student is presenting research, they will likely need to pay extra to bring an additional carry-on. Checked luggage can also be an additional cost, so make sure you know the rules of the airline you choose so you don't get surprised with hidden fees. Flight prices can be incredibly variable, but you should aim for under $500/student. ***National Round Trip Flight Average: $400*** ***Total: $250-500/student***

Pro Tip: To find the cheapest gas prices along your route, use navigation tools such as Waze or Google Maps ahead of time

Travel While at SpaceVision

Driving	Uber	Public Transit
If you plan on driving to SpaceVision, you'll most likely be driving around Tempe as well. You will need to factor in the cost of parking for many locations, including on ASU's campus. Parking rates typically max out at \$15-\$16 per day. Parking should be free at whatever lodging you choose, but it's best to double check ahead of time to avoid sudden extra costs. Additionally, if plan to do any sightseeing or extra trips, you will need to factor in parking for that as well. Assume you'll be paying for three days of parking, and factor in one gas stop just in case. ***Avg. Gas Price in Tempe: \$4.36/gal*** ***Total: \$55/car + gas***	Uber, Lyft, or other ride-share apps are very convenient, but can be significantly more expensive. In perfect conditions, an Uber for 4 people and a reasonable distance will cost anywhere from \$10-30. For three days of transportation to and from the venue, and trips to and from the airport, this will run an estimated \$160 on the low end of estimates. Uber rates and splitting costs can be highly unpredictable, and accounting for a larger numbers of students, outings for dinner, and rush-hour travel, you can expect your per student rate to be slightly higher. ***Total: \$160*** ***Total: \$40-60/student***	This is a very good way to cut down on costs throughout your time in Tempe. If you don't mind longer commute times and it's possible to only take trains, busses, and walk during your stay. Downloading the Valley Metro App ahead of time or looking at the website, allows you to see routes and plan out your trip. You receive unlimited rides for \$4/day, and will likely be using transit for five days (3 conference, 2 travel) ***Total: \$20/student*** *Helpful links:* https://www.valleymetro.org https://www.valleymetro.org/maps-schedules/system-map https://www.valleymetro.org/how-to-ride/airports

Disclaimer: We don't expect you to take public transportation the entire time, but even using it a couple times can certainly help chapters on a tight budget.

Lodging

Lodging is usually the most expensive part of a trip. Depending on where you stay, you can budget pretty well. Be sure to check if the funding source you're applying to will cover your accommodation of choice. **Not all university funding covers Airbnb!**! If you intend to explore Tempe, check out your accommodations' proximity to local attractions and food joints!

We're assuming that your chapter will be staying for 4 nights – fly/drive in on the 4^{th}, attend SpaceVision on the 5^{th}, 6^{th}, and 7^{th} , and head out early morning on the 8^{th}. The prices are just estimates, you might end up staying shorter or longer. If you plan to use public transportation, use the Valley Metro website to calculate the time it takes to arrive on ASU's campus and prioritize staying near bus or train stops.

Hotel	Airbnb/Rental Place
Hotels are easy, familiar, and provide amenities you might not find with AirBnB at the risk of being more expensive. Firstly, identify how many nights and rooms you will need and sort your options based on that. Google Travel is a great resource for this. Decide your rooms based on how many people you are bringing and who needs separate rooms (such as by gender). If you plan to drive, ensure there are no additional parking or valet service fees. Tempe hotels range anywhere from \$100-\$400/night, so you can expect an average of around \$200/night. It's also best to get 4 person rooms if possible to cut down on per student costs. ***Total: \$1000/room*** ***Total per student: \$200***	For groups larger than 4, or chapters planning on sticking around Tempe to sightsee, AirBnBs can be a great way to cut down on per person costs. Some houses have age limits, so double check booking requirements. Check what it actually includes (such as bathroom, linens, tp, etc). You don't want to make an emergency grocery run because there's no soap in the bathroom. Always look at reviews to verify the legitimacy of the listing. Remember that AirBnBs list based off total cost, not per night or room. That means they tend to be more expensive at face value – around \$1,000-\$1,500 for 4 nights. However, for a group of 8, this evens out to be a very good deal. ***Total: \$1,200*** ***Total per student: \$150***

P.S: We're working on a list of hotel recommendations too!

Food

Food is typically the easiest to sort out, and usually doesn't get included in your chapter's budget at all. However, if you want to let members know what they'll be expected to pay out of pocket, or if your funding sources allocates a food budget, you have lots of options. Obviously there are lots of both local and chain options scattered around Tempe, many likely within walking distance to your hotel. Much of your food will be provided during the conference, and there are also many restaurants around ASU's campus for extra snacks https://sundevilhospitality.asu.edu/hours-locations/tempe.

Thursday, November 5th: Opening remarks don't begin until 7pm, so you'll need to get breakfast and lunch beforehand. We will be serving dinner around 8:30pm during the social.

Friday, November 6th: A light breakfast with coffee is available during check-in, along with provided lunches that you will be able to pre-select. Activities will end around 7pm, and dinner will not be provided. You can choose to stay on campus or find dinner nearby the venue/your hotel

Saturday, November 7th: Breakfast is once again served in the morning along with lunch in the afternoon. Dinner and refreshments are provided to all gala attendees.

A good rule of thumb if your chapter plans on paying for student food is **$10 for breakfast, $15 for lunch, and $20 for dinner.** This is typically around the cap that most funding sources will provide - usually around $45 per student per day, so it's important to be transparent with your members about how much they will be expected to purchase themselves.

Important note: SpaceVision is a nut-free environment with vegetarian, Gluten-Free, dairy-free, and vegan options. Students with severe or unique allergies should prepare to find alternative food. We will help fund students who cannot eat the provided meals - please reach out to treasurer@seds.org before the conference if a member is concerned about food options.

Organization

You will certainly need good organization to plan a trip. We recommend tracking predicted expenses in Google Sheets or Excel, which will also help you justify funding requests when you apply. Templates can found online with a simple google search, or you can create your own. Simple is better - don't use distracting graphics unless they provide actually valuable information.

It's also good to have rough itinerary to provide to students and to keep plans in check.

Sample Budget

This chapter is assumed to have 6 people from the East Coast with gala tickets, will be covering 5 meals, staying 4 nights, and using a mix of rideshares and public transportation.

Raw Cost Assumptions	
Number of students	6
Number of hotel rooms	2
Nights at hotel (check-in 11/4,	4
Room rate ($/night)	$175.00
Conference student ticket	$136.99
Gala ticket (incl. fee)	$52.99
Breakfast cost/student	$10.00
Lunch cost/student	$15.00
Dinner cost/student	$20.00
Valley Metro day pass (per	$4.00
UberXL — one-way to venue	$25.00
Uber — one-way to airport (group	$35.00
Round-trip flight/travel cost	$362.00

Day / Date	Item	Category	Qty	Unit Cost	Total Cost	Per Student
Tue 11/4	Flight to Tempe [airline, flight number]	Flights	6	$181.00	$1,086.00	$181.00
Tue 11/4	Public transit: airport → hotel (Valley Metro day pass)	Local Transit	6	$4.00	$24.00	$4.00
Tue 11/4	Dinner	Food	6	$20.00	$120.00	$20.00
11/4–11/7	Hotel: 2 rooms x 4 nights	Lodging	8	$175.00	$1,400.00	$233.33
Wed 11/5	SpaceVision conference ticket	Registration	6	$136.99	$821.94	$136.99
Wed 11/5	Uber: round trip to/from venue	Local Transit	1	$50.00	$50.00	$8.33
Wed 11/5	Breakfast	Food	6	$10.00	$60.00	$10.00
Wed 11/5	Lunch	Food	6	$15.00	$90.00	$15.00
Thu 11/6	Uber: one-way to venue (morning)	Local Transit	1	$25.00	$25.00	$4.17
Thu 11/6	Public transit: dinner outing + return to hotel	Local Transit	6	$4.00	$24.00	$4.00
Thu 11/6	Dinner	Food	6	$20.00	$120.00	$20.00
Fri 11/7	Uber: round trip to/from venue	Local Transit	1	$50.00	$50.00	$8.33
Fri 11/7	Gala ticket	Registration	6	$52.99	$317.94	$52.99
Sat 11/8	Breakfast	Food	6	$10.00	$60.00	$10.00
Sat 11/8	Uber: one-way to airport	Local Transit	1	$35.00	$35.00	$5.83
Sat 11/8	Flight back [airline, flight number]	Flights	6	$181.00	$1,086.00	$181.00

SUBTOTALS BY CATEGORY		
Registration	$1,139.88	$189.98
Lodging	$1,400.00	$233.33
Local Transit	$208.00	$34.67
Food	$450.00	$75.00
Flights	$2,172.00	$362.00
GRAND TOTAL	**$5,369.88**	**$894.98**

Generally, a price between $500-$1000 per student is *very* good has a high likelihood to be funded in full. If your prices go over, you may have to apply to many different funding sources and ask students to pay a portion of the costs out of pocket.

Funding

This section will guide you through both where and how to get your chapter's costs down and your student attendance up. Even though the process can be incredibly variable from one school to another, there are many trade secrets when it comes to requesting money. Reminder: **KEEP ALL RECEIPTS!!!**

Where to Look for Funding

There are many hidden sources of funding that can sometimes go untapped because they aren't publicized online. Explore all internal and external funding opportunities!

This includes: special requests with student organization budgets, such as unexpected purchases or major expenditures, to different budgets for each department, such as COE, College of Arts and Sciences, etc.) and external funding opportunities (local scholarships, donors, etc.), and of course, SpaceVision grants.

Student Organization Requests: Nearly all colleges, universities, and high-schools will have an umbrella organization, such as a Student Group Organization (SGO)/Government/Association, Center for Student Involvement, or Student Organization Finance Committee. These are typically the same people you initially register your organization with and submit yearly budgets or other organizational documents to, and they should be the first people you reach out to.

To find conference funding opportunities, look at all student groups your chapter is or could be affiliated with. Larger club management organizations will often use CampusGroups, Modern Campus Involve, or another similar student group organization website. **It may be the case that regardless of where your funding is acquired from, you will have to report and access it exclusively via this website.**

Depending on your chapter's projects, you may also currently or be able to be registered for multiple sub-categories of SGOs, such as an Engineering or Community Service SGO. Smaller umbrella groups may also have their own website that clearly direct you to general or conference funding applications. If not, you can always submit an inquiry to their support email asking abou opportunities.

If you are able to plan for SpaceVision expenses far enough in advance, you can often bundle your request with your general semester or annual budget request. These requests are typically due during the last week of August or first week of September, so it pays to plan ahead.

It may also be the case that your school has separate budgets and applications exclusively to fund conference attendance. These can have much more variable deadlines – you may need to submit a separate form for this purpose along with your general funding request, or you may be able to submit it anytime throughout the year.

If your campus doesn't offer direct club support for conferences, there are also separate opportunities for additional funding outside of your given budget. These may be called **Capital Expenditures** or something similar, and may have versions of these three options:

1. Large Purchase

2. Unexpected Purchase

3. Supplemental Funding

Large purchases may be defined as a purchase that would be a substantial portion of your budget (such as a single item worth over 30% of your budget). Unexpected Purchases are expenses that occurred during the semester not listed on the original budget packet after allocation. Supplemental Funding is a funding option for organizations that are rapidly outpacing their original allocation and require additional funding to continue standard club operation for the remainder of the semester. It may state something like this as criteria needing to be met to be eligible: "An RSO (Registered Student Organization) must have 80% of their allocation spent and APPROVED in CampusGroups before Capital Expenditures opening to be eligible for this option. This option is exclusively for approved budget packet items and nothing else!!"

Depending on your specific circumstances and the requirements of your school, any of these options may help you fund your conference trip in different ways.

Professional Development Fund: Many universities also have separate professional development funds you can apply for. Typically, you can apply as a chapter and/or as individuals. This usually works on a reimbursement basis, so it is recommended to apply and get approval for this first before spending anything. For example, the individual limit may be something like $850 and the organization limit may be near $2,500. You will need to provide basic info (shown in next section) and a budget breakdown. Once you are approved, you will need to submit all receipts bundled together and likely a list of what they were for to get reimbursement.

University/College Departments: Many colleges offer travel grants or research funds for students attending conferences. Check with your university's administrative office or graduate studies office.

When looking for funding sources, focus broadly on your school, and then narrow it down to more specific departments as you go. The first step in finding opportunities is reaching out to people.

- Key people to email can be:
  - Your faculty advisor
  - Your financial aid advisor
  - An undergraduate or graduate research office
  - Your chapter's faculty advisor
  - Your research professor
  - Department Staff
    - Grants/Funding Managers
    - HR Specialists
    - Academic Service Coordinators
    - Undergraduate/Graduate Program Coordinators
    - Department Manager
    - Administrative Assistants
- You can often receive support from individual departments. For example, the COE, College of Arts and Sciences, etc., typically have **SEPARATE** budgets than each individual department, such as AE, ME, etc. This is usually done through your asking your faculty advisor or departmental assistants/secretaries about available applications and opportunities. Get specific, and look into any department that could be relevant to your chapter's projects or your student's majors.
- Some departments only offer conference funding to individual students with specific majors. If this is the case, still help students submit funding requests for this and account for it in your budget.
- Template inquiry:

Hello [**name**],

I am part of [**chapter name**], a student group focusing on [**chapter projects**]. We are also a chapter of the national organization SEDS USA, who are hosting the SpaceVision conference later this year. The conference is multi-discipline with [**events relevant to inquiry - for example, if you are submitting to an biology department, state that SpaceVision includes talks about astrobiology, space medicine, the effects of space environments on the human body, etc. If you are submitting to the business department, discuss the business pitch competition, policy debate, and networking opportunities at the career fair**].

I am writing to inquire about potential funding opportunities from this department, either for groups or individuals. The conference takes place in Tempe, Arizona, from November 5^{th}-7^{th}, and my chapter would be asking for help funding travel, lodging, ticket prices, or food costs. If you are aware of any such opportunities, I would greatly appreciate it.

On behalf of [**chapter name**], thank you.

[**your name**]

DON'T be afraid to ask questions!! Finance people are not scary, just exhausted and crazy busy. If you are on a time crunch or have not received a response in a reasonable amount of time (approximately 1 week unless they mention delays), I recommend going in-person or making phone calls as they gets hundreds of emails every day. Be courteous and patient, but this usually gives the best results.

SpaceVision Grants: Don't forget - SEDS also offers scholarships for both chapters and individuals to help you attend SpaceVision! Applications can be found both within the National Discord and on the spacevision.seds.org website.

How to Apply (and Be Successful)

You've located your avenues for funding - congratulations! Now comes the hard part. Every department within every university has different ways for you to submit a funding request. It could look like a Google Form, a website application, an email you need to send, or documents you have to physically hand in to an office. We can't cover every possible manner in which you submit your application, but here are common examples of forms you may encounter, along with our best tips and tricks.

Firstly, make sure to check deadlines for every source as they are almost never the same. Most funding sources require submissions to be in at least 30 days before the deadline, but some require your application to *accepted* a month in advance or even earlier, so you may have to budget in extra time.

Basic Information: For any funding source, you will need to justify why you're going to this conference and state what you will gain from it. It is recommended to provide promotional materials proving that it's an established conference, such as links to the website, Conference Agenda, etc. You will also need to include dates of the conference. Depending on the source, you will also need to include a detailed budget/planning breakdown of all budget criteria listed above. Lastly, you will always need an itemized receipt for any funds that work on a reimbursement basis, so keep all of them!

Example Justifications:

Why are you attending this event? What do you hope to gain? *

“Planning to present our paper for [**Challenge/Research**] and hope to gain insight into industry and networking opportunities.”

“Students plan to run for a national position on the SEDS USA Board of Directors, compete in a policy debate competition, interact with industry leaders, and learn about the current and future state of space development.”

If you plan to present research or a business pitch at SpaceVision, show the poster draft and final poster if possible, or show previous years’ poster if you have been before. Also mention if you have applied for any of our awards, as this is more motivation for your chapter to attend SpaceVision.

If your chapter received a fall or spring grant, it is highly recommended to mention that as well, but state that it can only be used towards your intended project rather than for SpaceVision travel. This shows the funding sources (usually helps with university funding) that you have already gained something from SEDS, and that we provide value to your organization.

Submitting a Budget: You will also likely be required to disclose if you are receiving any other funding for SpaceVision. Be 100% honest about this as you will be penalized (typical for university funding) if you are not.

Student Government Associations may be more or less strict than specific departmental budgets, such as the COE, Science, etc. When submitting your request, always put “estimate” with your original requested amount because it will most likely not be the final number needed. It is recommended to overestimate your total costs rather than underestimate as more money never hurts.

Have your advisor look over your proposed budget before submission as they will likely know extra tips and tricks specific to your university. There are usually two different parts to the budget application, a form and a spreadsheet breakdown of some kind.

After you are approved for the first stage, you may need to fill out additional forms asking for more information, usually also including the budget breakdown again to see if any costs have changed. This will be for actually receiving the funding for your requested items. This will be annoying, but it is often required. If your budget or other information has changed since your first stage, you must provide justification on why it changed. This is because it keeps a paper trail for your budget submission and organization, and the forms are sent to multiple people. Don’t lose patience! Below is an example of a budget spreadsheet with the costs divided into sections.

Successful Example: (from a request to a College of Engineering (COE) last year):

COE Budget Breakdown

Events

Name	Cost per	Quantity	Total Cost	Dates
SpaceVision Registration	$ 84.49	3	$ 253.47	11/6-11/8
SpaceVision Registration (Decided on allowing another after early-bird sale)	$ 126.49	1	$ 126.49	
SciTech Registration	$ 199.00	20	$ 3,980.00	1/12-1/16
International Rocket Engineering Competition (IREC) team Registration (Rocket & Entry Fee)	$ 1,000.00	1	$ 1,000.00	6/15-6/20
IREC team member cost (Rocketeer Fee)	$ 75.00	10	$ 750.00	
			$ 6,109.96	

Travel

Name	Cost Estimate (as of 9/29/25)	Nights	Quantity	Total Cost	
SpaceVision Flights	$ 377.00		4	$ 1,508.00	
SpaceVision Hotel Rooms	$ 200.00	3	2	$ 1,200.00	
IREC Gas for Van (cost estimate is per fill-up & amt of estimated times to fill up is quantity)	$ 75.00		10	$ 750.00	3 Hotel Rooms
IREC Hotel Room (unsure of student breakdown right now, so rooms could be 4)	$ 200.00	5	4	$ 4,000.00	$ 3,000.00
				$ 7,458.00	$ 6,458.00

Materials

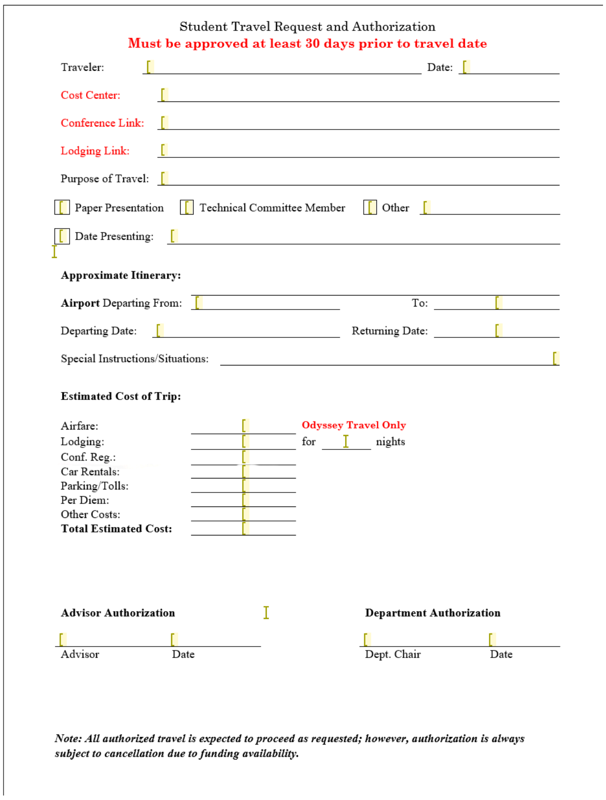
Name	Cost per	Quantity	Total Cost	
150-600mm lens	$ 900.00	1	$ 900.00	
17x23x65" Fire Cabinet	$ 1,385.28	1	$ 1,385.28	
Centering rings	$ 7.70	3	$ 23.10	
76 mm Motor hardware	$ 589.00	1	$ 589.00	
CTI Pro98 6GXL N5800 (CS Rocketry) - First stage motor for competition rocket.	$ 1,670.85	1	$ 1,670.85	
CTI Pro98 6G N2501 (CS Rocketry) - 1st stage competition motor)	$ 1,162.02	1	$ 1,162.02	*Material Cost with N2501*
			$ 4,568.23	$ 4,059.40

Final Cost (with N5800 and 4 hotel rooms)	Final Cost (with N2501 and 4 hotel rooms)
$ 18,136.19	$ 17,627.36

This organization had multiple other events planned and asked for funding for all of them at once, but you may be only requesting for SpaceVision. While this organization received the higher number listed here, that may not always be the case. It is recommended to put only the higher amount on your applications. This example had an additional Microsoft form that specified what groups of items this organization needed funding for and why they needed them, so be sure to have justifications ready in case they are needed.

Travel Requests: You may also need to fill out multiple Student Travel Request and Authorization forms depending on where you get funding from, which typically says it must be approved at least 30 (or x amt of) days prior to travel. This would need to be filled out for each student going on the trip.

Example Form: (Odyssey is a placeholder for the university's travel agency through which flights & lodgings are booked - depends on funding department if you have to deal with this or not.)



Student Travel Request and Authorization

Must be approved at least 30 days prior to travel date

Traveler: ________ Date: ________

Cost Center: ________

Conference Link: ________

Lodging Link: ________

Purpose of Travel: ________

☐ Paper Presentation ☐ Technical Committee Member ☐ Other ________

☐ Date Presenting: ________

Approximate Itinerary:

Airport Departing From: ________ To: ________

Departing Date: ________ Returning Date: ________

Special Instructions/Situations: ________

Estimated Cost of Trip:

Airfare:	________	**Odyssey Travel Only**
Lodging:	________	for ____ nights
Conf. Reg.:	________	
Car Rentals:	________	
Parking/Tolls:	________	
Per Diem:	________	
Other Costs:	________	
Total Estimated Cost:	________	

Advisor Authorization

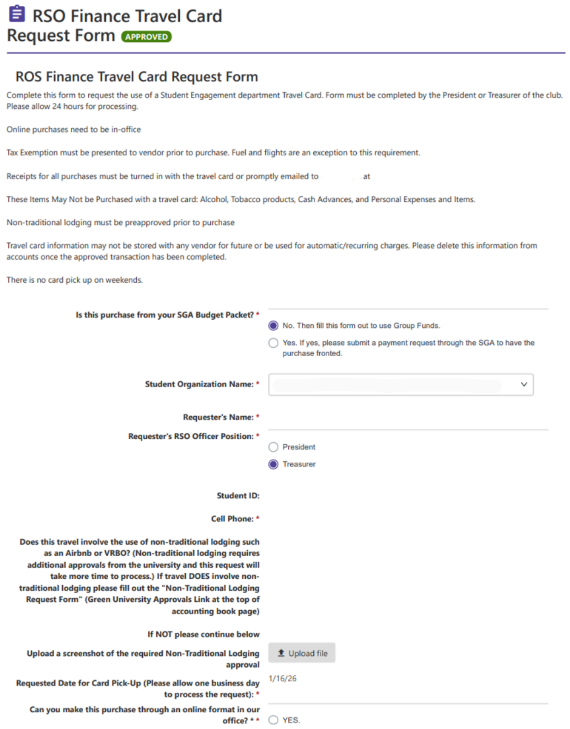
Advisor ________ Date ________

Department Authorization

Dept. Chair ________ Date ________

Note: All authorized travel is expected to proceed as requested; however, authorization is always subject to cancellation due to funding availability.

SGA Travel Card Form: Your university may give you a travel card or you may request to take one with you to cover travel costs. If your university is tax-exempt, you **MUST** take a certificate and/or card confirming this status with you and present it on all purchases where applicable.



RSO Finance Travel Card Request Form APPROVED

ROS Finance Travel Card Request Form

Complete this form to request the use of a Student Engagement department Travel Card. Form must be completed by the President or Treasurer of the club. Please allow 24 hours for processing.

Online purchases need to be in-office

Tax Exemption must be presented to vendor prior to purchase. Fuel and flights are an exception to this requirement.

Receipts for all purchases must be turned in with the travel card or promptly emailed to at

These Items May Not be Purchased with a travel card: Alcohol, Tobacco products, Cash Advances, and Personal Expenses and Items.

Non-traditional lodging must be preapproved prior to purchase

Travel card information may not be stored with any vendor for future or be used for automatic/recurring charges. Please delete this information from accounts once the approved transaction has been completed.

There is no card pick up on weekends.

Is this purchase from your SGA Budget Packet? *
- (●) No. Then fill this form out to use Group Funds.
- ( ) Yes. If yes, please submit a payment request through the SGA to have the purchase fronted.

Student Organization Name: *

Requester's Name: *

Requester's RSO Officer Position: *
- ( ) President
- (●) Treasurer

Student ID:

Cell Phone: *

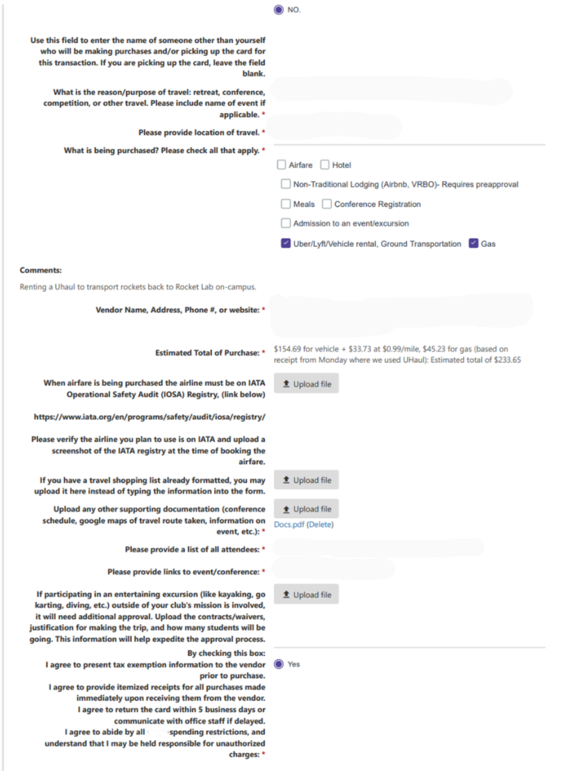
Does this travel involve the use of non-traditional lodging such as an Airbnb or VRBO? (Non-traditional lodging requires additional approvals from the university and this request will take more time to process.) If travel DOES involve non-traditional lodging please fill out the "Non-Traditional Lodging Request Form" (Green University Approvals Link at the top of accounting book page)

If NOT please continue below

Upload a screenshot of the required Non-Traditional Lodging approval — Upload file

Requested Date for Card Pick-Up (Please allow one business day to process the request): * 1/16/26

Can you make this purchase through an online format in our office? * *
- ( ) YES.



- (●) NO.

Use this field to enter the name of someone other than yourself who will be making purchases and/or picking up the card for this transaction. If you are picking up the card, leave the field blank.

What is the reason/purpose of travel: retreat, conference, competition, or other travel. Please include name of event if applicable. *

Please provide location of travel. *

What is being purchased? Please check all that apply. *
- [ ] Airfare
- [ ] Hotel
- [ ] Non-Traditional Lodging (Airbnb, VRBO)- Requires preapproval
- [ ] Meals
- [ ] Conference Registration
- [ ] Admission to an event/excursion
- [x] Uber/Lyft/Vehicle rental, Ground Transportation
- [x] Gas

Comments:

Renting a Uhaul to transport rockets back to Rocket Lab on-campus.

Vendor Name, Address, Phone #, or website: *

Estimated Total of Purchase: * $154.69 for vehicle + $33.73 at $0.99/mile, $45.23 for gas (based on receipt from Monday where we used UHaul): Estimated total of $233.65

When airfare is being purchased the airline must be on IATA Operational Safety Audit (IOSA) Registry, (link below) — Upload file

https://www.iata.org/en/programs/safety/audit/iosa/registry/

Please verify the airline you plan to use is on IATA and upload a screenshot of the IATA registry at the time of booking the airfare.

If you have a travel shopping list already formatted, you may upload it here instead of typing the information into the form. — Upload file

Upload any other supporting documentation (conference schedule, google maps of travel route taken, information on event, etc.): * — Upload file — Docs.pdf (Delete)

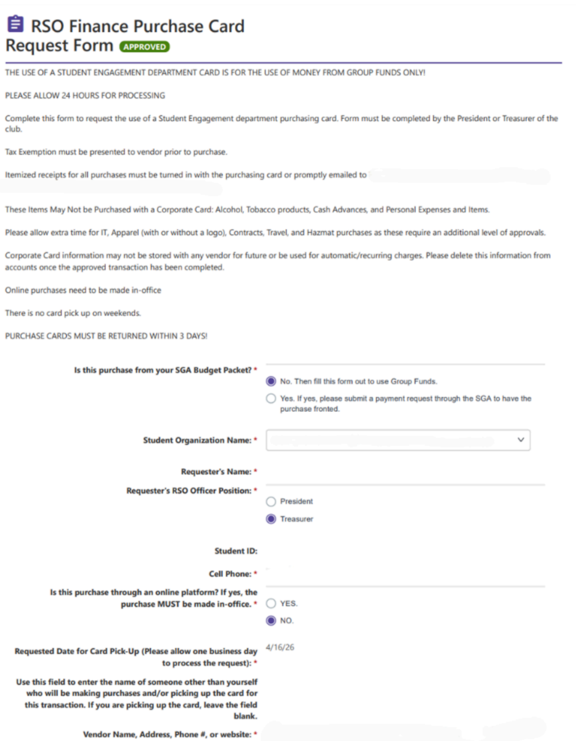
Please provide a list of all attendees: *

Please provide links to event/conference: *

If participating in an entertaining excursion (like kayaking, go karting, diving, etc.) outside of your club's mission is involved, it will need additional approval. Upload the contracts/waivers, justification for making the trip, and how many students will be going. This information will help expedite the approval process. — Upload file

By checking this box:
I agree to present tax exemption information to the vendor prior to purchase.
I agree to provide itemized receipts for all purchases made immediately upon receiving them from the vendor.
I agree to return the card within 5 business days or communicate with office staff if delayed.
I agree to abide by all spending restrictions, and understand that I may be held responsible for unauthorized charges: *
- (●) Yes

SGA Purchase Card Form: Instead of travel cards that you have full control over, you may have to instead request a purchase card if your university has a specific way your organization needs to access funds. In this form, the university distributes funds through campus groups in a section called group funds, and to spend them directly, you must request a purchase card.



RSO Finance Purchase Card Request Form APPROVED

THE USE OF A STUDENT ENGAGEMENT DEPARTMENT CARD IS FOR THE USE OF MONEY FROM GROUP FUNDS ONLY!

PLEASE ALLOW 24 HOURS FOR PROCESSING

Complete this form to request the use of a Student Engagement department purchasing card. Form must be completed by the President or Treasurer of the club.

Tax Exemption must be presented to vendor prior to purchase.

Itemized receipts for all purchases must be turned in with the purchasing card or promptly emailed to

These Items May Not be Purchased with a Corporate Card: Alcohol, Tobacco products, Cash Advances, and Personal Expenses and Items.

Please allow extra time for IT, Apparel (with or without a logo), Contracts, Travel, and Hazmat purchases as these require an additional level of approvals.

Corporate Card information may not be stored with any vendor for future or be used for automatic/recurring charges. Please delete this information from accounts once the approved transaction has been completed.

Online purchases need to be made in-office

There is no card pick up on weekends.

PURCHASE CARDS MUST BE RETURNED WITHIN 3 DAYS!

Is this purchase from your SGA Budget Packet? *
- (●) No. Then fill this form out to use Group Funds.
- ( ) Yes. If yes, please submit a payment request through the SGA to have the purchase fronted.

Student Organization Name: *

Requester's Name: *

Requester's RSO Officer Position: *
- ( ) President
- (●) Treasurer

Student ID:

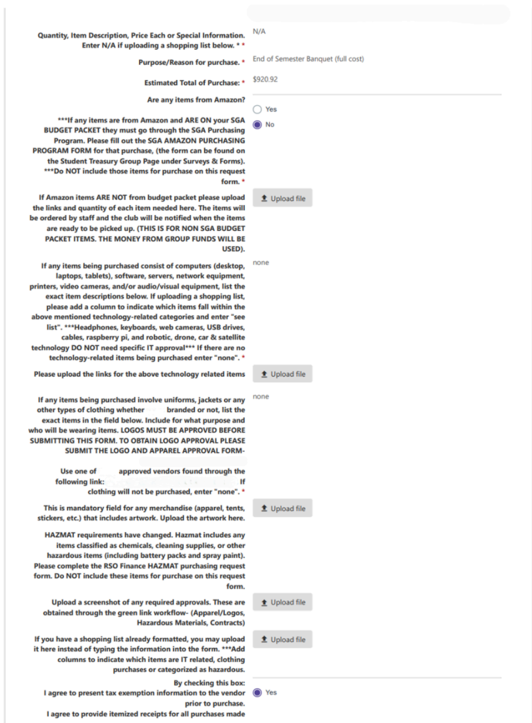
Cell Phone: *

Is this purchase through an online platform? If yes, the purchase MUST be made in-office. *
- ( ) YES.
- (●) NO.

Requested Date for Card Pick-Up (Please allow one business day to process the request): * 4/16/26

Use this field to enter the name of someone other than yourself who will be making purchases and/or picking up the card for this transaction. If you are picking up the card, leave the field blank.

Vendor Name, Address, Phone #, or website: *



Quantity, Item Description, Price Each or Special Information. Enter N/A if uploading a shopping list below. * * N/A

Purpose/Reason for purchase. * End of Semester Banquet (full cost)

Estimated Total of Purchase: * $920.92

Are any items from Amazon?
- ( ) Yes
- (●) No

*****If any items are from Amazon and ARE ON your SGA BUDGET PACKET they must go through the SGA Purchasing Program. Please fill out the SGA AMAZON PURCHASING PROGRAM FORM for that purchase, (the form can be found on the Student Treasury Group Page under Surveys & Forms). ***Do NOT include those items for purchase on this request form. ***

If Amazon items ARE NOT from budget packet please upload the links and quantity of each item needed here. The items will be ordered by staff and the club will be notified when the items are ready to be picked up. (THIS IS FOR NON SGA BUDGET PACKET ITEMS. THE MONEY FROM GROUP FUNDS WILL BE USED). — Upload file

If any items being purchased consist of computers (desktop, laptops, tablets), software, servers, network equipment, printers, video cameras, and/or audio/visual equipment, list the exact item descriptions below. If uploading a shopping list, please add a column to indicate which items fall within the above mentioned technology-related categories and enter "see list". ***Headphones, keyboards, web cameras, USB drives, cables, raspberry pi, and robotic, drone, car & satellite technology DO NOT need specific IT approval* If there are no technology-related items being purchased enter "none". *** none

Please upload the links for the above technology related items — Upload file

If any items being purchased involve uniforms, jackets or any other types of clothing whether branded or not, list the exact items in the field below. Include for what purpose and who will be wearing items. LOGOS MUST BE APPROVED BEFORE SUBMITTING THIS FORM. TO OBTAIN LOGO APPROVAL PLEASE SUBMIT THE LOGO AND APPAREL APPROVAL FORM- none

Use one of approved vendors found through the following link: If clothing will not be purchased, enter "none". *

This is mandatory field for any merchandise (apparel, tents, stickers, etc.) that includes artwork. Upload the artwork here. — Upload file

HAZMAT requirements have changed. Hazmat includes any items classified as chemicals, cleaning supplies, or other hazardous items (including battery packs and spray paint). Please complete the RSO Finance HAZMAT purchasing request form. Do NOT include these items for purchase on this request form.

Upload a screenshot of any required approvals. These are obtained through the green link workflow- (Apparel/Logos, Hazardous Materials, Contracts) — Upload file

If you have a shopping list already formatted, you may upload it here instead of typing the information into the form. ***Add columns to indicate which items are IT related, clothing purchases or categorized as hazardous. — Upload file

By checking this box:
I agree to present tax exemption information to the vendor prior to purchase.
I agree to provide itemized receipts for all purchases made
- (●) Yes

University Professional Development Fund: Professional Development Funds usually work on an exclusively reimbursement basis. This means you will have to pay all funds out of pocket, and be paid back for them after the conference is completed. You should get full approval for this type of funding before beginning to spend any money. Some funds will only reimburse purchases made after approval.

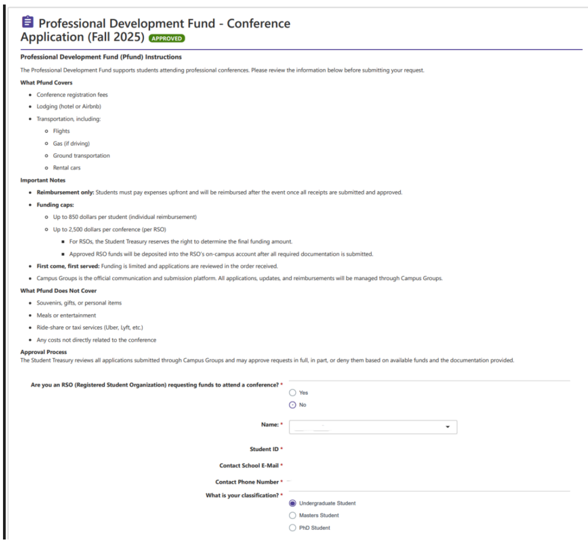
You will need to fill out two separate forms for reimbursement funding methods. The first is the initial approval application, and then you will need to submit a form later on for reimbursement. There can also be either individual or group applications.

Individual:

Why are you hoping to attend this conference? What do you expect to get from attending (i.e. internship or job opportunities, networking, learning more about the field/subject-area)? *

"I hope to attend this conference to gain an internship from the career fair, network with other professionals and students, as well as learn more about the space industry by attending speaker sessions from various companies and industry professionals."

This individual received reimbursement for ~$650 for SpaceVision.



Professional Development Fund - Conference Application (Fall 2025) APPROVED

Professional Development Fund (Pfund) Instructions

The Professional Development Fund supports students attending professional conferences. Please review the information below before submitting your request.

What Pfund Covers

- Conference registration fees
- Lodging (hotel or Airbnb)
- Transportation, including:
  - Flights
  - Gas (if driving)
  - Ground transportation
  - Rental cars

Important Notes

- **Reimbursement only:** Students must pay expenses upfront and will be reimbursed after the event once all receipts are submitted and approved.
- **Funding caps:**
  - Up to 850 dollars per student (individual reimbursement)
  - Up to 2,500 dollars per conference (per RSO)
    - For RSOs, the Student Treasury reserves the right to determine the final funding amount.
    - Approved RSO funds will be deposited into the RSO's on-campus account after all required documentation is submitted.
- **First come, first served:** Funding is limited and applications are reviewed in the order received.
- Campus Groups is the official communication and submission platform. All applications, updates, and reimbursements will be managed through Campus Groups.

What Pfund Does Not Cover

- Souvenirs, gifts, or personal items
- Meals or entertainment
- Ride-share or taxi services (Uber, Lyft, etc.)
- Any costs not directly related to the conference

Approval Process
The Student Treasury reviews all applications submitted through Campus Groups and may approve requests in full, in part, or deny them based on available funds and the documentation provided.

Are you an RSO (Registered Student Organization) requesting funds to attend a conference? *
Yes
No

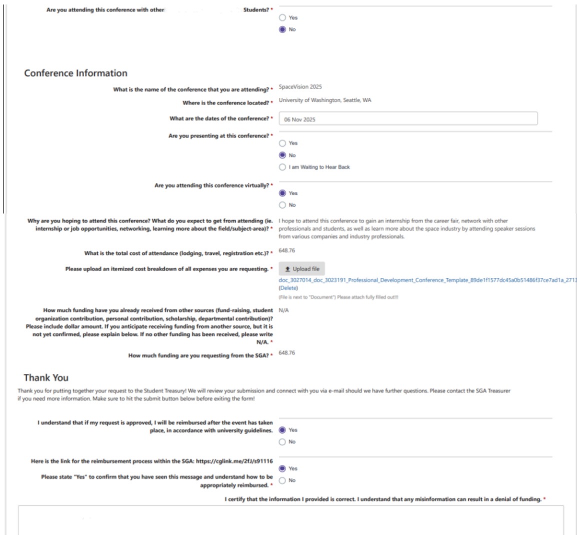
Name: *

Student ID *

Contact School E-Mail *

Contact Phone Number *

What is your classification? *
Undergraduate Student
Masters Student
PhD Student



Are you attending this conference with other Students? *
Yes
No

Conference Information

What is the name of the conference that you are attending? * SpaceVision 2025

Where is the conference located? * University of Washington, Seattle, WA

What are the dates of the conference? * 06 Nov 2025

Are you presenting at this conference? *
Yes
No
I am Waiting to Hear Back

Are you attending this conference virtually? *
Yes
No

Why are you hoping to attend this conference? What do you expect to get from attending (ie. internship or job opportunities, networking, learning more about the field/subject-area)? * I hope to attend this conference to gain an internship from the career fair, network with other professionals and students, as well as learn more about the space industry by attending speaker sessions from various companies and industry professionals.

What is the total cost of attendance (lodging, travel, registration etc.)? * 648.76

Please upload an itemized cost breakdown of all expenses you are requesting. *
Upload file
doc_3027014_doc_3023191_Professional_Development_Conference_Template_89de1f1577dc45a0b51486f37ce7ad1a_2713
(Delete)
(File is next to "Document") Please attach fully filled out!!!

How much funding have you already received from other sources (fund-raising, student organization contribution, personal contribution, scholarship, departmental contribution)? Please include dollar amount. If you anticipate receiving funding from another source, but it is not yet confirmed, please explain below. If no other funding has been received, please write N/A. * N/A

How much funding are you requesting from the SGA? * 648.76

Thank You

Thank you for putting together your request to the Student Treasury! We will review your submission and connect with you via e-mail should we have further questions. Please contact the SGA Treasurer if you need more information. Make sure to hit the submit button below before exiting the form!

I understand that if my request is approved, I will be reimbursed after the event has taken place, in accordance with university guidelines.
Yes
No

Here is the link for the reimbursement process within the SGA: https://cglink.me/2fJ/s91116

Please state "Yes" to confirm that you have seen this message and understand how to be appropriately reimbursed. *
Yes
No

I certify that the information I provided is correct. I understand that any misinformation can result in a denial of funding. *

After the conference is completed, you will need to fill out a reimbursement form detailing every single purchase you made. **If you do not have receipts for a purchase, you will not be reimbursed.**

Professional Development Fund - REIMBURSEMENT Form

APPROVED

This form is used to request reimbursement for expenses approved through the Professional Development Fund. Please complete all required fields accurately and upload all necessary documentation. Submitting this form does not guarantee reimbursement; all requests are subject to university review and approval. Incomplete forms or missing documentation may result in delays or denial of reimbursement. CampusGroups will be used as the official channel for this request.

Name: *

ID *

Are you representing a club that was awarded? *
- ○ Yes
- ◉ No

$$ amount awarded via Professional Development Fund: * 648.76

$$ amount of receipts submitted * 766.43

Event attended: * SpaceVision 2025

Location: * Seattle, WA

Please provide supporting documentation (this must include pictures of the student(s) attending the event) *

Upload file

Supporting_Images.pdf (Delete)

Examples of acceptable supporting documentation include:
- Photos of the student(s) attending the event
- Conference or event registration confirmation
- Event agenda or program
- Proof of attendance or participation (e.g., badge, certificate, sign-in sheet)
- Travel confirmations related to the event (flight itinerary, lodging confirmation)

Links to the event: * https://spacevision.seds.org/

Dates: * 06 Nov 2025

What is being reimbursed? Select all that apply * **(Maximum authorized answers: 5)**
- ☑ Airfare
- ☑ Lodging
- ☐ Gas
- ☐ Rental Cars
- ☑ Conference / Registration fee

Please provide a screenshot showing that the airline is listed in the IATA Operational Safety Audit (IOSA) *

Upload file

Screenshot_20251119_153844.png (Delete)

IOSA Registry

Was Non-Traditional Lodging (e.g., Airbnb, VRBO) booked for this trip? *
- ○ Yes
- ◉ No

NON-TRADITIONAL LODGING EXPENSES *

◉ I acknowledge that non-traditional lodging requires prior approval from I understand taht transactions for lodging that have not been approved in advance may not be honored. I agree to follow all policies related to lodging and travel

Please upload a map (e.g, Google Maps or MapQuest) showing the mileage from your starting point to your destination *

Upload file

Screenshot_20251119_154144.png (Delete)

Upload a copy of your itemized receipts *

Upload file

All_Receipt_with_lodging_2_if_needed_but_theyRe_the_same_Receipt.pdf (Delete)

Please note the following requirements:
- All receipts must be **itemized** (showing what was purchased).
- Receipts must show **proof of payment**.
- Receipts must include the **last four digits of the credit card** used.
- **If multiple credit cards were used**, please upload a copy of a **credit card statement** showing:

  The **last four digits** of each card, and
  The **cardholder's name**.

  Please **redact any other sensitive information** on the statement. The credit card used **is not in the cardholder's name**; **written authorization from the cardholder** is required.

Acknowledgment *

◉ I acknowledge that submitting this form constitutes only the initial step in the reimbursement process. Following submission, this request must undergo the required university approvals prior to the issuance of any reimbursement. I further acknowledge that CampusGroups will serve as the official channel of communication regarding this request, and I am responsible for providing any additional documentation if requested. I understand that failure to provide the required documentation may result in a delay or denial of reimbursement, and that no check will be issued until all requirements are satisfied.

Signature *

Be wary of surprise expenses. This individual received all funding they initially asked for, but had to stay an extra night in their hotel. They asked for additional funding, but could not receive more than they initially requested, so keep your budget in mind.

Group:

Approval Process

The Student Treasury reviews all applications submitted through Campus Groups and may approve requests in full, in part, or deny them based on available funds and the documentation provided.

Are you an RSO requesting funds for a Professional Development Opportunity? *
- ◉ Yes
- ○ No

Name of your RSO *

Was this conference included in the RSO's budget packet? *
- ○ Yes
- ◉ No

The only difference in the approval application is listing what your RSO (Registered Student Organization) is and if you included the conference on your budget packet. Typically, the individuals will have to prepare their receipts and either submit them individually or send them to your treasurer for the reimbursement form.

If you are applying as a group, they may ask for every individual student to fill out their own reimbursement form. **Again, if a student does not have a receipt for a purchase, they will not be reimbursed.**

Sometimes it takes longer than expected to receive reimbursement or approval, but that's okay! Don't be afraid to tap a fellow officer or member to help out.

If you have any additional questions, please feel free to reach out to treasurer@seds.org or council.of.chapters@seds.org. *Ad Astra Per Aspera*!

SEDS USA

Students for the Exploration and Development of Space
United States of America