DIVISION OF STUDENT AFFAIRS

STUDENT TRAVEL FUND GUIDELINES

FUNDING CRITERIA

o ***Submit the request no later than 30 working business days before the first day of travel.*** __*Do not include weekends,*__ **holidays, or days when the university may be closed.**

o Student organizations must be in good standing with the University and listed on Orglink.

o All students traveling must have a minimum overall 2.0 GPA and, at least, part-time enrolled at SHSU during the time of travel. *If the travel falls between semesters, the student must be enrolled, at least, part-time in the current and upcoming semester.*

o Priority is given to student organizations that have not received assistance from the Student Travel Fund in the current fiscal year (Sept-Aug) or newly established organizations.

o Must be an event within the United States. No international travel will be funded.

The Student Travel Fund is meant to <u>**assist**</u> **student organizations with their travel expenses, it is not designed to fully fund a trip.** Student organizations are expected to have fundraised and planned/budgeted properly to completely fund their travel before their funding assistance. Requesting travel funds indicates your organization plans on traveling whether or not you receive funding.
Do not schedule travel based on the preconception that funds will be awarded.

TRAVEL FUND REQUESTS

Date Due – **30 working business days** before the first date of travel.
Do not include weekends, holidays, or days when the university may be closed.

Format – Formal Business Letter ([Business Letter Example](#))

Required Information for letter – This is not an exhaustive list. The more details you include, the better!

- Formal name of student organization

- Formal title of the conference/competition/event

- Travel dates – the day you leave through the day you get back

- Destination | Purpose of the travel | Benefit to organization/university

- List of students traveling (*minimum of two students*). The list should include the student's formal name and Sam ID number. If the list of students changes, alert the Vice President's Office for Student Affairs (VPSA) as soon as possible.

- Provide the name, telephone number, and e-mail address (*SHSU e-mail only*) of the person designated to answer questions about the travel request (*only one student can be designated as a contact person*).

- Provide the name, telephone number, and e-mail address of the student organization's **on-campus advisor.**

DIVISION OF STUDENT AFFAIRS

- List **all** relevant travel expenses (*registration, lodging, transportation, fuel, meals, incidentals, etc.*). Calculate the per-person cost and group total for each expense, then provide a grand per-person total and group total.

- Explain how you determined the expenses, including how the organization has planned, budgeted, and raised funds for this travel. *This information helps illustrate the group's effort and ambition*. Include formulas and websites, etc. (CHECK YOUR MATH).
  - Hotel: Contacted hotel directly. Provide hotel name, address, phone number, and website.
  - Mileage: [(Total Distance) x (Price per gallon)] / miles per gallon

- Identify the travel expenses that have already been or will be paid by the student(s) individually and/or by the organization or other sponsoring sources. Be sure to list **all** funding sources.

- Include a **detailed** travel budget sheet in **Excel** format.

SUBMIT COMPLETED TRAVEL FUND REQUESTS BY EMAIL TO
VPSA@SHSU.EDU

DIVISION OF STUDENT AFFAIRS

POST-TRAVEL FUNDING REQUIREMENT

The following three steps must be completed, no later than, 14 business days <u>after</u> the last travel date. <u>This</u> <u>is a</u> <u>requirement to remain eligible for future travel funding.</u>

1. **Post Travel Event Summary Form** – Send a Word document to vpsa@shsu.edu including the following requirements (<u>minimum of one page, single-spaced</u>):
   - Date and location of the event
   - Information that supports the benefit to the group and university, the more details the better!
   - At least 2 pictures from the event
   - Honorable speakers, if any
   - Awards/Prizes won, if any

2. **Receipts**- submission will be based on the award. For example, if awarded for lodging, submit all hotel receipts.

3. **Clery Act**-The organization's advisor must fill out the Clery Act and submit it to UPD.

If the required information is not submitted by the date requested, the organization will be placed on SUSPENSION from Student Travel Fund for one academic year.

DIVISION OF STUDENT AFFAIRS

FREQUENTLY ASKED QUESTIONS:

1) **How early can a request be submitted?**
Requests can be submitted at any time during the same academic year in which travel occurs at a minimum of **30 working business days** before the first date of travel. **Do not include weekends, holidays, or days when the university may be closed.**

2) **What forms of travel does the Student Travel Fund Cover?**
Student organization competitions, conferences, and certain workshops (this is not an exhaustive list, please contact our office if you have any questions on what can be funded)

3) **How will I know if my organization has been awarded, what we have been awarded for, and the award amount?**
The contact person for the organization will receive an email to their SHSU e-mail informing them if funds have been awarded. After receiving the award e-mail, the organization has five (5) business days to set up a meeting with our budget department.

4) **Are there any expenses not covered by the Student Travel Fund?**
The Student Travel fund does not cover meals, baggage fees, or incidentals (i.e., any extra fees from the hotel).

5) **When will my organization be reimbursed for my travel expenses?**
If your organization is to be reimbursed for any expenses, reimbursement will only occur **after** the trip is completed.

6) **What if actual costs are less than the award amount?**
Only the actual cost will be covered, so any excess funding will be utilized to cover other Student Travel Fund requests.

7) **If my organization is requesting lodging to be covered, when should we book our hotel?**
Organizations should not wait until funds are awarded to book their hotel. Hotels generally have a 24–48-hour cancellation window, so the sooner you book the hotel, the better chances you will have of obtaining the conference rate. Accommodations should be booked directly through the hotel and not through a third-party vendor (i.e., Expedia, Airbnb, Hotels.com, etc.