



ARKANSAS TECH UNIVERSITY

Student Development Fund Guidelines

(Student Development Fund Application and all relative information must be submitted 30 days before travel begins. Forms submitted after the 30 day deadline will not be considered.)

These guidelines exist to provide consistency in allocating funds to Registered Student Organizations and individual students for the funding of travel to leadership and related conferences. All funds requested must be justified to the Student Development Fund Allocations Committee before any allocation will be approved. These guidelines shall be adopted for allocating funds to benefit as many Arkansas Tech University students as possible. Organizations that already receive an annual budget from the University shall not be eligible for this funding.

Guidelines

Student travel expenses that relate to lodging and travel by car or by rail will be reimbursed following the completion of travel and appropriated submission of all required paperwork. All scheduling of air travel paid directly by the University must be made in advance. It is recommended that students pay for their own individual tickets. The students will be reimbursed for their airline tickets following the completion of travel and appropriated submission of all required paperwork. Reimbursement for airline tickets purchased by someone other than the traveling student may be significantly delayed.

Also, if a student is expecting reimbursement for airfare, the flight ticket **MUST BE PURCHASED BY THAT PARTICULAR INDIVIDUAL**. In other words, one person may not pay for another person's airfare and expect reimbursement. Airline tickets are nonrefundable and nontransferable.

- A. Travel expenses will be funded according to current University guidelines. Mileage is funded at the rate of \$.42 per mile (or will adjust to the current university reimbursement rate). Official mileage will be computed by the University. All airline tickets must be purchased through the Office of Student Services if the tickets are to be funded through the Student Development Fund.
- B. Lodging will be funded in the following manner.
 - a. **Occupancy**

- 1 Person up to \$100.00

- 2 Persons up to \$120.00 per night (\$60.00 per person per night)

- 3 Persons up to \$150.00 per night (\$50.00 per person per night)

- 4 Persons up to \$160.00 per night (\$40.00 per person per night)

C. These guidelines shall **not** allow funding for:

1. Lodging within a 90-mile radius of Russellville.
2. National dues
3. Registration
4. Refreshments for meetings
5. Office supplies
6. Food on trips
7. Taxes (i.e., turnpike toll)
8. Sports organizations
9. Prizes
10. Mementos (t-shirts, bumper stickers, etc.)
11. Travel expenses for non-students

D. The Student Development Fund Allocations Committee will not allocate funds to any Registered Student Organization for the planning of, sponsoring of, or participation in activities, which foster or encourage the development of or advocacy of any specific religious or political outlook.

E. Funds will be allocated according to the following criteria:

1. Students selected to present or perform at student or professional conferences workshops, or conventions.
2. Benefits to the University of the student(s) attending the conference.
3. Community and campus service performed by the requesting RSO.
4. Students or RSOs are allowed no more than one request per 6 months (July - December & January - June).
5. Maximum award may not exceed \$2000.

How to Properly Request an Allocation

The following is a checklist that organizations need to follow when requesting funds from the Student Development Fund Allocations Committee:

1. Must be a currently Registered Student Organization to request funds or may be a student who will benefit from the conference through his/her field of study.
2. Forms must be uploaded and submitted to theLink at least 30 days prior to the conference/meeting. At this time **all** arrangements must be **finalized**.
3. Along with the attached forms, organizations must also include the following:
 - a. A recent financial statement for their organization, which may be obtained from the Accounting Department, Administration 208,
 - b. A paragraph or brochure describing what the funds are requested for,
 - c. A statement of the total expenditures necessary for the trip, indicating the portion being requested for funding by the Student Development Fund. On this statement, list in importance (greatest to least) the need for funding. This will help the Student Development Fund Allocations Committee fund the most important things for the organization in case it is unable to fund the entire request,
 - d. A complete list of names of those students (with T #'s) attending.

Allocation requests must be submitted to theLink. After submitting the completed application, you will be contacted to set up a time to meet with the Student Development Fund Allocations Committee. At this meeting the Committee will ask questions pertaining to the request. Please be prepared to state the educational value of request as well as any details pertaining to it.

INITIAL MEETING - Please have all of your requests finalized by the date of this meeting. Once this meeting has taken place, the budget request will be submitted for approval to the Vice President of Student Services. Once this budget is approved, NO CHANGES WILL BE PERMITTED (additional budget amount requests, additional students attending the trip, additional lodging request, additional vehicle/mileage requests etc.).

Committee Structure:

Institutional Assistant, Chair

Two members appointed by the Vice President for Student Services

GOLD Cabinet Finance Ambassador (student representative)