

## Student Travel Funding Guidelines (Revised 10/8/13)

1. An SGA *ad hoc* committee consisting of the five students from the Student Activities Committee, and the Graduate SGA and Undergraduate SGA Comptrollers, will make all decisions concerning student travel allocations.
2. Only active, chartered student organizations may request funding for travel and the students listed on the funding request must be listed on the organization's roster.
3. Checks will be written on a reimbursement basis only, except when expenses can be paid directly to the payee.
4. Checks will not be written to a student for reimbursement expenses incurred by the student organization; funds are restricted to covering personal expenses incurred by students (see item 13 for examples).
5. Approved funds will not be used to cover a student's meals during the trip.
6. Funds will not cover the cost of any expenses for the organization's advisor or other employees of Georgia Regents University with the exception of part-time student employees.
7. Travel funds must be applied for at least 4 weeks in advance of the trip. The committee is under no obligation to consider a request submitted less than 4 weeks before the activity. Requests for trips that have already taken place will not be considered.
8. Requests for funding for travel occurring during the fall semester may be submitted once the organization has completed the re-chartering process, until December 1<sup>st</sup>. Requests for funding for travel occurring during the spring semester will be accepted beginning the first day of the spring semester until April 15<sup>th</sup>. Requests for trips during the summer semester will be approved on a rolling basis throughout the summer based upon guidelines set by SGA and the ad hoc committee.
9. A purpose and justification statement should specify fund use: date, time, and location, and reason for university funding (recognition, honor or benefit to Georgia Regents University). A list of participants and their student id numbers must be included.
10. Requests must include complete cost information such as funds to be provided by the organization or department, and the amount which student participants must pay from their own personal funds. This statement should include the organization's fund raising activities and all contributions that will be used to offset expenses.
11. Funds will only be allocated for travel expenses related to off-campus student development, **including registration fees, lodging and transportation expenses**. Requests for funds for assistance

with special projects, conventions, conferences and workshops should be submitted to the Student Government Association.

12. An organization will not be funded more than twice in a fiscal year. The two requests may not total more than \$1000. Additionally, no organizations shall be eligible to receive more than \$1,000.00 between travel funding and SGA funding.

13. The SGA *ad hoc* committee will not completely fund any activity that does not have support from another source. It is intended as a funding supplement.

14. Requests for funding will be made to the SGA and distributed to the *ad hoc* travel committee. The chair will place the request for funding on the committee agenda for review and will notify the applicant so that an informed representative can be present to answer any questions.

15. Any student organization receiving travel support must submit a report of no more than one page to the SGA *ad hoc* committee detailing how the purpose of the activity was fulfilled or why it was not. No further activities of the organization will be funded until the report is submitted.

16. The organization receiving funds must contact Student Life and Engagement prior to any expenditures.

17. Procedures and policies regarding the use of student travel funds are established by the Student Activities Committee.

18. The guidelines may change at any time based upon recommendations of the *ad hoc* committee and SGA.