

Travel Fund Policy

1. Travel for non-students cannot be funded through the SGA.
2. All clubs and organizations are required to use Mount Mercy fleet vehicles when available.
3. Drivers of either school or personal vehicles must be approved by University prior to travel on club or organization business, unless driving one's personal vehicle without passengers.
4. Air travel is not guaranteed, but may be requested if travel is over 600 miles.
5. Must provide three comparable documented options for staying in hotel and/or flight for price analysis
6. Allocation for registration fees may be obtained, up to \$100 per individual, in association with travel
7. When traveling by motor vehicle, organizations may request up to:
 - a. The full amount
8. When traveling by air, organizations may request up to:
 - a. \$0.14/mile per person round trip for flights
9. Funding for lodging
 - a. Lodging may be requested for the nights that border, surround or include the days of the activity.
 - b. Up to \$50 per person per night may be requested for hotel stays
 - c. When requesting funds, the least expensive option must be found