

# USI FOUNDATION STUDENT TRAVEL GRANT APPLICATION PACKET

Based on its impartial judgment, a committee of Student Government Association members will evaluate each application and determine whether the individual or group applying will receive funds, and if so how much. If you are applying as a group, either one person will incur all of the expenses and be reimbursed or the reimbursement will be going to the USI group's account. All USI students are eligible to apply, according to the appropriations guidelines below. Return the completed application packet to the Dean of Students office in UC 007. The travel grant committee will meet the Tuesday following each deadline at 3:00 in the University Center, check the e-mail given in the application for the exact location. Please see the SGA website for the room that the meeting will be held in. It is encouraged for applicants to attend this meeting. Upon action by the committee and the SGA General Assembly, a decision email will be sent to the individual or group representative, explaining whether the travel application has been approved or denied. This email will also remind you of the procedures you are to follow to claim your grant.

## Application deadlines for 2009-1010 are:

- \* **Friday September 11, 2009**
- \* **Friday, October 9, 2009**
- \* **Friday, November 13, 2009**
- \* **Friday, December 4, 2009**
- \* **Friday, January 29, 2010**
- \* **Friday, February 12, 2010**
- \* **Friday, March 19, 2010**
- \* **Friday, April 9, 2010**

## Appropriations Guidelines: **READ THIS ENTIRE SECTION BEFORE CONTINUING**

- Money will be awarded only for travel to conferences, seminars, competitions, and other education-based experiences. The intent of these travel allocations is to increase and support opportunities for student travel that will better the university and partially fund travel expenses, based on the committee's evaluation of the goals to be accomplished through travel. Funds will not be awarded to individuals or groups whose primary purpose of travel is to recruit or promote a certain political or religious ideological affiliation. Funds will also not be awarded to students who are receiving class credit from the trip.
- There will be eight deadlines annually. The committee will set the deadlines in September, October, November, December, January, February, March and April. Anyone requesting money for the summer must apply by the April deadline. For full consideration, applications must be submitted prior to deadlines. Each individual or group must fill out an application which includes:
  - Information/brochure about the conference or event
  - A budget form for the trip's expenses
  - A completed Application Packet
  - A completed Travel Authorization form signed by the Dean of Students. Travel authorization forms can be found online at [www.usi.edu/busoff/Travel/forms.asp](http://www.usi.edu/busoff/Travel/forms.asp). Submit only one Travel Authorization for your trip and be sure all sources of funding are listed on that one form.
- Fraud/misinformation will be considered a violation of section 2.16 of the *Student Rights and Responsibilities: A Code of Student Behavior*.
- All individuals traveling under this money must abide by the *Student Rights and Responsibilities: A Code of Student Behavior*.
- An individual, once approved, may receive a maximum of \$800 per academic year.
- **Within ten days of the last day of the conference or trip**, individuals must submit to the Dean of Student's Office **original receipts** for trip expenses and completed student travel log and payment request forms. No Xerox copies will be accepted. Trip expenses may include transportation costs (gas or mileage), Per Diem (an allowance for meals and incidentals), lodging, parking, and other expense directly related to the travel and in accordance with Business Office policies. Reimbursements for alcohol or entertainment (shows, in-room movies, etc.) are not allowed.

# APPLICATION FORM

## All information must be completed

Name of individual and group (if applicable) applying for grant:

\_\_\_\_\_

Address of individual or organization contact applying for grant:

\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Amount Requested (May not be more than \$800 per person, per year): \$\_\_\_\_\_

The following materials **MUST BE** provided for the application to be considered:

- This completed application packet
- Information/brochure about the conference or event
- Travel Authorization form signed by the Dean of Students in UC 007
- Proof of expenses listed on the right (i.e. mapquest confirmation of miles, flight itinerary, program verifying cost of registration, or copy of hotel rates)

Upon signing below, it is expected that all information presented will be true and correct. Be advised that if you provide any false information, you will be in direct violation of Section 2.16 of *Student Rights and Responsibilities: A Code of Student Behavior*, and judicial action may be taken against you. By signing below, you are also saying that you have read and understand all of the information included in this packet.

\_\_\_\_\_  
Signature of individual or organization representative requesting grant

\_\_\_\_\_  
Date

# TRAVEL BUDGET

## Expense Description

## Estimated Expense

Registration Fee	
Transportation (only if you are personally going to incur this expense)	
Lodging (only what this will cost you personally)	
Parking/Tolls	
Other (Detail each item; use an additional sheet if necessary)	
<b>TOTAL EXPENSES:</b>	

### Income:

Funds from other sources (e.g. funding from a University department, another grant, etc) that you can apply toward this trip:

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Total income that you personally can apply toward this trip, excluding any possible SGA grant:

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**Amount requested from SGA (may not exceed \$800 per person):**

\$ \_\_\_\_\_

**You are invited to come to the committee meeting the Tuesday after each deadline at 3:00. See the SGA website for meeting locations. If you are emailed with a question about your application, you are required to reply within ten days or your application will not be considered.**

