DIVISION OF STUDENT SERVICES
STUDENT SERVICE FEE TRAVEL FUNDS

Guidelines for Student Travel Funding Requests

Purpose: Provide financial assistance to registered student organizations, in good standing, seeking to bring recognition to Sam Houston State University through participation in off-campus, regional, state, national and international student events, conferences, competitions, etc. These funds are not intended to strictly support academic programming.

NOTE: Do not schedule travel based on the preconception that funds will be awarded. Student organizations are expected to have planned/budgeted properly to fully fund their travel without assistance from the travel fund. Any funding awarded will reduce the organization’s pre-committed travel expenses.

DISCLAIMER: If funds are awarded, Sam Houston State University assumes no liability for the travel or any loss arising from the travel or event attended. All travel by an organization, members, officers, and students is voluntary.

Submit a travel funding request, in Business Letter Format, no later than, 14 business days prior to the first date of travel. Use the contact information at the end of this page.

Minimum Information to include in the travel funding request:
- The name of the student(s)/organization
- Dates of travel, destination, purpose of travel, benefit to organization or university, and formal name of conference, activity, or event
- Include a detailed Travel Budget (in table format). Include all travel related expenses (registration, lodging, transportation, fuel, meals, incidentals, etc.). Provide the total and per-person expenses.
- Indicate the travel expenses to be paid by the student(s) and/or organization. Indicate other sources of donations/fundraising. (To illustrate effort, ambition and self-reliance to cover the travel expenses).
- Provide the name and SAM ID numbers for all students traveling and the Organization’s Tax ID number and address should be included.
- Provide the name, telephone number, e-mail address and current mailing address of the contact person available to answer inquiries regarding the written request.

Criteria considered for funding purposes:
1) Priority given to students/organizations considered in good standing at SHSU
2) Priority given to students/organizations who have not received assistance from the Student Service Fee Travel Funds in the current fiscal year (Sept-Aug)
3) Requests that include all pertinent information listed above
4) Record of a Post-Travel Summary (if applicable, see second page)
5) Students traveling must have an overall 2.0 GPA and, at least, part-time enrolled at SHSU during the time of travel

Submit Travel Funding Request (by email, fax or deliver) to:
Office of the Vice President for Student Services
Lynn Clopton, Director of Student Services Finance and Budget
Lowman Student Center, Suite 303
SHSU Box 2237
Huntsville, TX 77341
clopton@shsu.edu
936-294-1780 Office
936-294-3818 Fax

Updated 08/2015 (LC)
Post-Travel Summary (Requirement to Remain Eligible for Future Travel Funding):

Email the following to clopton@shsu.edu, no later than, 14 business days after the last travel date.

1. Summary of Travel Experience (500 words or less) – Microsoft Word Document Format (.doc)
   a. The summary should include:
      i. Name of Organization
      ii. Title/Position and contact information for the student submitting the summary
      iii. Dates of Travel
      iv. Formal name of the conference, activity, event
      v. Destination (city, state)
      vi. Purpose of the travel
      vii. Benefits of travel experience for the students, organization, SHSU

2. Two pictures from the trip – Format (.jpg)

The student organization summary will be posted in the Office of the Vice President for Student Services online newsletter “The Tradition”, dedicated to highlighting student achievements and accomplishments.

This is a great opportunity to bring additional recognition to SHSU student organizations!

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