

SAM HOUSTON STATE UNIVERSITY
Student Service Fee Travel Funds
Guidelines for Requesting Financial Assistance

PURPOSE: *Provide financial assistance to student organizations seeking to bring recognition to Sam Houston State University via the participation in local (off-campus), regional, state, national, and international student events, conferences, competition, etc. These funds are not intended to support strictly academic programming.*

INSTRUCTIONS:

Typically, responses to requests for funding are made within five business days when adequate information is provided in the request. Please submit a brief, written, narrative request for funding that includes:

- The name of the student(s) or organization requesting assistance. Sam ID numbers should be provided if available;
- A list of all the expenses required to attend the event (ex. registration, lodging, airfare, fuel). Please include per person costs and confirm how many students are planning to attend;
- Indicate the travel expenses that will be paid by the student or organization. Indicate other sources of donations or fundraising, if any;
- Dates of travel, destination, purpose of travel, benefit to organization or university, and formal name of conference, activity, or event;
- Name, telephone number, e-mail address and current mailing address of individual available to answer inquiries regarding the written request. Replies to requests will be mailed.

Please address your request to:

Office of the Vice President for Student Services
ATTN: Donna Artho
Lowman Student Center, Suite 303
SHSU Box 2237, Huntsville, 77341

Please note: This document is not a FORM. It is a guideline for completing a brief, narrative proposal that should be mailed to Campus Box 2237 or delivered to LSC 303.

Please direct inquiries to Ms. Donna Artho by phone at 294-1780 or e-mail at artho@shsu.edu. All reimbursable expenses require documentation, so please keep all of your receipts.

**THE FOLLOWING CRITERIA WILL BE CONSIDERED
WHEN EVALUATING REQUESTS:**

- 1) Requests from students/student organizations considered in good standing at SHSU will receive priority consideration.
- 2) Requests from students/student organizations who have not received assistance from the Student Service Fee Travel Contingency Funds in the current fiscal year (Sept – Aug) will receive priority consideration.