

**SAM HOUSTON STATE UNIVERSITY**  
**Student Service Fee Travel Funds**  
*Guidelines for requesting financial assistance*

**PURPOSE:** *Provide financial assistance to student organizations who seek to bring recognition to Sam Houston State University via the participation in local, regional, state, national, and international student events, conferences, competition, etc.*

**INSTRUCTIONS:**

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

- 1) The name of the student(s) or organization requesting assistance. Sam ID numbers should be provided if available;
- 2) 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;
- 3) Indicate the travel expenses that will be paid by the student or organization. Indicate other sources of donations or fundraising, if any;
- 4) Dates of travel, destination, purpose of travel, benefit to organization or university, and formal name of conference, activity, or event;
- 5) Name, telephone number, e-mail address and current mailing address of individual available to answer inquiries regarding the written request.

Please address your request to:

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

Please direct any inquires to Ms. Donna Artho at 294-1780. 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.