DIVISION OF STUDENT AFFAIRS

STUDENT TRAVEL FUND GUIDELINES

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.

Travel funds are not guaranteed and will only cover a portion of travel expenses. Do not schedule travel based on the preconception that funds will be awarded. Student organizations are expected to have planned/budgeted properly to completely fund their travel. If awarded, student organizations must be able to cover the remaining travel expenses.

TRAVEL FUND REQUESTS

Date Due – 14 business days prior to the first date of travel. Do not include weekends or holidays.

Format – Business Letter (Click HERE for format details).

Required Information – This is not an exhaustive list. The more details you include, the better!

- Formal title of the conference/competition/event
- Travel dates – the day you leave through the day you get back
- Destination | Purpose of the travel | Benefit to organization/university
- Detailed Travel Budget (in table format – CHECK YOUR MATH. Click HERE for example). List all relevant travel expenses (registration, lodging, transportation, fuel, meals, incidentals, etc.). Calculate the per-person cost and group total for each expense and then provide a grand per-person total and group total.
- Explain how you determined the expenses. Include formulas and websites, etc.
  - Hotel: Contacted hotel directly. Provide hotel name, address, phone number, website.
    Ex: (Total rooms needed) x (Price, including taxes, per night) x (total nights)
    We have a total of 8 students, need 4 rooms for 2 nights.
  - Mileage: [(Total Distance) x (Price per gallon)] / miles per gallon
- Identify the travel expenses that have already or will be paid by the student(s) individually and/or by the organization or other sponsoring sources.
- Explain how the organization has planned, budgeted and raised funds for this travel. This information helps illustrate the group’s effort and ambition.
- List of students traveling (formal name and SHSU ID).
  - Each student must be listed on the organization’s Org Link roster
- Formal name of student organization | Tax ID
- Student organization’s on-campus advisor’s name and contact information
- Provide the name, telephone number, e-mail address of the person designated to answer questions about the travel request.
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FUNDING CRITERIA

- Student organization must be in good standing with the University
- All students traveling must have a minimum overall 2.0 GPA and, at least, part-time enrolled at SHSU during the time of travel
- Travel fund request received/formatted as specified by the Student Travel Fund Guidelines and includes all required information
- Record of a Post-Travel Summary (See page 3)
- Priority given to student organizations who have not received assistance from the Student Travel Fund in the current fiscal year (Sept-Aug)

The Office of the Vice President for Student Affairs is here to assist you with any questions you may have. Please feel free to call or schedule a meeting with Lynn Clopton, Director of Student Affairs Finance & Budget, to answer any questions or a chance to review your final draft before submitting it. See contact information provided below.

SUBMIT TRAVEL FUND REQUESTS BY EMAIL TO VPSA@SHSU.EDU
For questions stop by or call
The Office of the Vice President for Student Affairs
Lowman Student Center, Suite 303
Office Phone: 936-294-1784
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POST-TRAVEL FUNDING REQUIREMENT

Post-Travel Summary (Requirement to Remain Eligible for Future Travel Funding):

The following two steps must be completed, no later than, 14 business days after the last travel date.

1. Post Travel Event Summary Form – Send a word document to vpsa@shsu.edu including the following requirements:
   • Date and location of the event
   • Name of students in attendance
   • Honorable speakers
   • Awards/Prizes won
   • At least 2 pictures from event
   • Information that supports the benefit to the group and university, the more details the better!

2. Student Travel Fund Survey – Click HERE To access the online survey.
   • We value your input!

3. The organizations advisor must fill out the Clery Act and submit it to UPD.

The post-travel summary pictures may be featured on our website to highlight student achievement and accomplishment.

This is a great opportunity to bring additional recognition to SHS and its student organizations!