HELPFUL TIPS

**Purpose:** This document includes various techniques to make this process easier for the student. Use this to your organization’s advantage to ensure proper funding.

**TIPS ON SUBMITTING REQUESTS:**

- Use the [Student Travel Fund Guidelines](#) as a check list to ensure your request is complete.
  - Be sure to read this form carefully as it fully outlines what you need to submit.
- Be sure to explain why the trip is beneficial to not only your group but also Sam Houston State University.
- Explain what your organization has done to fund this travel.
- Be sure to list all the students who will travel and be sure to include their Sam ID.
- If the list of students change, please alert the Vice President Office for Student Affairs (VPSA) as soon as possible.
- Be sure to submit your request no later than 14 business days prior to the first day of travel (does not include weekends or holidays).

**TIPS ON BUDGET SPREADSHEET**

- Include **ALL** expenses (Click [HERE](#) for a Budget example).
- When calculating lodging be sure to include all applicable taxes.
- List all funding sources.

**GENERAL TIPS:**

- Organizations are able to set up an appointment to meet with Luzi Espinoza if they have read the Guidelines and are still unclear on what information to submit with their travel request.
  - Luzi Espinoza – espinoza@shsu.edu –(936)294-3419
- Organizations only receive funding for the current Budget Year.
  - The Academic Budget Year occurs September 1st through August 31st.
  - Take this into consideration when requesting funds.
- Organizations will receive an email letting them know if they were awarded funds or not.
  - If you are awarded funds, please set up a meeting with the VPSA Office as soon as possible.
  - If awarded funds, please have the [Medical Forms](#) and [Release forms](#) filled out and ready to turn in when you meet with the VPSA staff.
- The Student Travel Fund typically does not cover the following expenses:
DIVISION OF STUDENT AFFAIRS

- Food/Meals
- Baggage Fees

- If your organization is to be reimbursed for any expenses, reimbursement will only occur after the trip is completed
- Organizations should not wait until they are awarded funds to book their hotel
  - Hotels generally have a 24-48 hour cancellation window. The sooner you book the hotel, the better chances you will have at obtaining the conference rate.
- Any unused funds, your budget being greater than the actual expense, will be utilized to cover other student travel requests.

TIPS ON TRAVEL SUMMARY

- The travel summary must be completed within 14 business days starting from the last day of travel
  - If your organization has failed to turn it in at the proper time, the group will be placed on temporary probation.
- Be sure to include pictures that are relevant to the event. These pictures can include, but are not limited to:
  - Group pictures
  - Pictures with Keynote speakers

***Reminder – Requesting travel funds indicates your group plans on traveling whether or not you receive funds. In other words, funds are not guaranteed