



DIVISION OF STUDENT AFFAIRS

STUDENT TRAVEL FUND GUIDELINES

FUNDING CRITERIA

- ***Submit request no later than 14 business days prior to the first day of travel. Do not include weekends or holidays.***
- Student organization must be in good standing with the University and listed on Orglink.
- All students traveling must have a minimum overall 2.0 GPA and, at least, part-time enrolled at SHSU during the time of travel. If the travel falls between semesters, the student must be enrolled, at least, part-time in current and upcoming semester.
- Priority given to student organizations who have not received assistance from the Student Travel Fund in the current fiscal year (Sept-Aug) or newly established organizations.
- Must be an event within the United States. No international travel will be funded.

Requesting travel funds indicates your organization plans on traveling whether or not you receive funds. Do not schedule travel based on the preconception that funds will be awarded. Student organizations are expected to have fundraised and 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

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

- Formal name of student organization
- 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
- List of students traveling (*minimum of two students*). List should include the students formal name and Sam ID number. If the list of students changes, alert the Vice President's Office for Student Affairs (VPSA) as soon as possible.
- Provide the name, telephone number, and e-mail address (*SHSU e-mail only*) of the person designated to answer questions about the travel request (*only one student can be designated as contact person*).
- Provide the name, telephone number, and e-mail address of the student organizations **on-campus advisor**.



- 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, including how the organization has planned, budgeted and raised funds for this travel. *This information helps illustrate the group's effort and ambition.* Include formulas and websites, etc. (CHECK YOUR MATH).
 - Hotel: Contacted hotel directly. Provide hotel name, address, phone number, website.
 - Mileage: $[(\text{Total Distance}) \times (\text{Price per gallon})] / \text{miles per gallon}$
- 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. Be sure to list **all** funding sources.
- Include a **detailed** travel budget sheet in **excel** format.

SUBMIT TRAVEL FUND REQUESTS BY EMAIL TO VPSA@SHSU.EDU



DIVISION OF STUDENT AFFAIRS

POST-TRAVEL FUNDING REQUIREMENT

The following three steps must be completed, no later than, 14 business days after the last travel date. This is a requirement to remain eligible for future travel funding.

1. Post Travel Event Summary Form – Send a word document to ypsa@shsu.edu including the following requirements:
 - Date and location of the event
 - Information that supports the benefit to the group and university, the more details the better!
 - At least 2 pictures from event
 - Honorable speakers, if any
 - Awards/Prizes won, if any
2. Receipts based on funding (For example, if awarded for lodging, submit all hotel receipts).
3. The organizations advisor must fill out the [Clery Act](#) and submit it to UPD.

If the required information is not submitted by the date requested, the organization will be placed on SUSPENSION from Student Travel Fund for one academic year.



Division of Student Affairs SAM HOUSTON STATE UNIVERSITY

How will I know if my organization has been awarded, what we have been awarded for, and the award amount?

Organizations will receive an email informing them if funds have been awarded. After receiving the award letter, please set up a meeting with the VPSA office as soon as possible.

Are there any expenses not covered by the Student Travel Fund?

The Student Travel fund does not cover meals, baggage fees, or incidentals (i.e. any extra fees from the hotel).

When will my organization be reimbursed for my travel expenses?

If your organization is to be reimbursed for any expenses, reimbursement will only occur **after** the trip is completed.

What if actual costs are less than the award amount?

Excess funds will be utilized to cover other Student Travel Fund requests.

If my organization is requesting lodging to be covered, when should we book our hotel?

Organizations should not wait until funds are awarded to book their hotel. Hotels generally have a 24-48 hour cancellation window, so the sooner you book the hotel, the better chances

you will have of obtaining the conference rate. Accommodations should be booked directly through the hotel and not through a third party vendor (i.e. Expedia, Hotels.com etc.)

Why is my award amount different than previous years?

The Student Travel Fund budget varies, so previous award amounts are not guaranteed and fully dependent on available funds per academic year.

How early can a request be submitted?

Requests can be submitted at any time during the same academic year in which travel occurs at a minimum of 14 business days prior to the first day of travel.
