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.

TRAVEL FUND REQUESTS

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

Travel Fund Request – 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 (formal name and SHSU ID). 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 of the person designated to answer questions about the travel request.
- Provide the name, telephone number, and e-mail address of the student organization’s 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: [(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. Be sure to list all funding sources.
- Include a detailed travel budget sheet in excel a format.
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.

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 vpsa@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 organization's 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.