SGA Travel Grant Check List

All student travelers requesting SGA funding are required to complete the following steps:

1. Individual student travelers must complete all pages of the grant application.
   If traveling as a group, one student must be identified as the Group Leader and submit a complete application packet, to the Dean of Students office UC East 1229.
   - Page 2 of the application packet must be filled out by all individual students traveling. The Listed Expenses section should be calculated on expense totals divided by the number of students traveling. Total amount requested should be per student.
     - Each application must include the complete account number or funding sources if a department or organization has agreed to pay all the expenses and be reimbursed.
   - Pages 3 and 4 of the application packet should be completed by the group leader or individual student travelers only.
   - Information/brochure/printed website information about the conference or event showing the date and location of the event
   - Proof of each estimated expense such as hotel, flight, registrations fee, rental information, etc. (Example: a screenshot or printed receipt showing what the hotel reservation and flight anticipated costs will be, etc.)

2. Once your Travel Grant Application has been turned in and the submission deadline has passed, the individual/group leader will be notified, via email, of the time and date of the Grant Committee meeting. It is highly recommended that applicants attend this meeting.

3. After the committee makes a decision and the resolution is passed by the SGA General Assembly, a decision e-mail will be sent to the individual or group leader and advisor, with notification of approval or denial of the requested funding amount (If traveling in a group the approved amount sent will be for the entire group).

4. **Reimbursement process:**
   Within 10 days of the last day of the conference or trip, individuals or group leaders must submit to the Dean of Students office:
   - Individual travelers:
     - Proof of attendance (badge, agenda, boarding pass, zero balance hotel receipt, etc.)
     - Copies of all receipts, including payment request forms (if applicable).
     - Completed Student Worksheet (form included in the email confirmation from Travel Services with approval of your Travel Authorization) and a Travel Reimbursement Request Form (www.usi.edu/busoff/travel/forms.aspx)
   - Group travel:
     - Proof of attendance (badge, agenda, boarding pass, zero balance hotel receipt, etc.)
     - Copies of all receipts, including payment request forms (if applicable).
     - For groups traveling together, the group leader and advisor will be notified when a transfer of funds memo has been sent to Accounts Payable via email.
   ***All original receipts must be turned in to the Travel Services office***

Obtaining approval for travel is a separate process and not handled by the Dean of Students Office. Please follow the following steps to request University approval for your travel:

- Student Organizations/Groups must submit a Student Organization Travel Request (https://orgsync.com/37171/forms/82958) and a Travel Authorization form to Student Development Programs in University Center East. Student Development Programs will review and send the request to the Associate Provost for Student Affairs for final approval.
- Individual students must submit Travel Authorization form and all supporting documentation directly to the Associate Provost for Student Affairs in the Wright Administration building for review and approval.
- Travel Authorization form can be found at http://www.usi.edu/busoff/Travel/forms.asp.