USI FOUNDATION STUDENT TRAVEL GRANT APPLICATION PACKET

Based on its impartial judgment, a committee of Student Government Association members will evaluate each application and determine whether the individual or group applying will be granted any funds, and if so how much. If you are applying as a group, either one person will incur all of the expenses and be reimbursed or the reimbursement will be going to the USI group’s account. If a University Department agrees to pay for the expenses up front, that department will be reimbursed any amount awarded by SGA after verification of travel is submitted. All USI students are eligible to apply, according to the appropriations guidelines below. Return the completed application packet to the Dean of Students office in UCE 1229.

The grant committee will meet the week following each deadline. Check the e-mail address shared in your application for the exact date, time and location. It is strongly encouraged for applicants or a representative to attend this meeting. Upon action by the committee and the SGA General Assembly, a decision email will be sent to the individual or group representative(s) and advisor, with notification of approval or denial of the requested funding amount.

Application deadlines for 2015-2016 are:

- * Friday, September 4, 2015
- * Friday, October 2, 2015
- * Friday, November 6, 2015
- * Friday, December 4, 2015
- * Friday, January 15, 2016
- * Friday, February 5, 2016
- * Friday, March 4, 2016
- * Friday, April 1, 2016

Appropriations Guidelines: READ THIS ENTIRE SECTION BEFORE CONTINUING

- Money will be awarded only for travel to conferences, seminars, competitions, and other education-based experiences. The intent of these travel allocations is to increase and support opportunities for student travel that will better the university and partially fund travel expenses, based on the committee’s evaluation of the goals to be accomplished through travel. Funds will not be awarded to individuals or groups whose primary purpose of travel is to recruit or promote a certain political specific affiliation. SGA will not fund any travel related to graduate school applications and interviews. Funds will also not be awarded to students who are receiving class credit from the trip.

- The final funded amounts are awarded based on the number of participants who attended.

- “The Student Government Association Grant Committee will review applications and use the Grant Selection Criteria (listed on page 3) and the following two factors to help them assess the amount of funding to award to each individual/organization:
  1) The financial need of the individual or organization
  2) What the individual or organization is able to bring back from the event to positively impact the entire USI community.”

- There will be one deadline each month. The committee will set the deadlines in September, October, November, December, January, February, March and April. Anyone requesting money for the summer must apply by the April deadline. For full consideration, applications must be submitted to the Dean of Students Office by the deadlines listed above. Each individual must fill out this application and provide information/brochure about the conference or event, a budget form for the trip’s expenses, a completed Application Packet, and a copy of the completed Travel Authorization form. Students traveling with a group must identify one group leader and submit a complete application packet for that individual. All other travelers in the group should be included in a spreadsheet with their name, SID and contact information. A Travel Authorization form is not required with your SGA Travel Grant application but we will make a copy if you submit it with your packet for future reference.

- Fraud/misinformation will be considered a violation of section 2.16 of the Student Rights and Responsibilities: A Code of Student Behavior. All individuals and organizations traveling funded by SGA must abide by the Student Rights and Responsibilities: A Code of Student Behavior.

- An individual, once approved, may receive a maximum of $800 per academic year.

- Within ten days of the last day of the conference or trip, individuals must submit copies of all receipts to the Dean of Student’s Office for trip expenses, including payment request forms. All original receipts must be turned into the Travel Services Office in the Wright Administration building. Trip expenses may include transportation costs (gas or mileage), lodging, parking, and other expense directly related to the travel and in accordance with Business Office policies. Reimbursements for, alcohol, or entertainment (shows, in-room movies, etc.) are not allowed. If receipts are not turned in to the Dean of Students Office within ten days, then all money allocated is forfeited.

- Return completed forms and documentation to the Dean of Students Office, University Center East, room 1229.

NEED MORE INFORMATION? Contact SGA at sgagrantchair@gmail.com
Student Government Association (SGA)
Student Travel Grant Application Form

Date_________________
Name ____________________________________   Student ID # ______________________
Address/City/State/Zip ______________________________________________
Campus Phone _________________ Cell Phone _____________ E-Mail ______________________
Name (if applicable) _________________________________________________
Student Organization Account/Sponsoring Department Number __________________________
Sponsoring Department Name __________________________________________________________
Advisor/Faculty Sponsor ________________________________________________________________
Conference/Meeting/Event Name______________________________________
Conference/Meeting/Event Location_______________________________________________________
Dates of Conference/Meeting/Event _______________________________________________________
Describe Activity Related to Conference, Meeting/Event _______________________________________

Please attach a copy of the abstract and if available, confirmation that the paper has been accepted for conference presentation, copy of volunteer role or other assigned individually your achieve role.
If Presentation, Co-Presenters (if applicable)

List Expenses
Conference Registration ____________ Total Amount Requested (individually) ____________
Transportation ________________ Please list here, money you are receiving or applying for, from other university areas: Lodging ________________ ____________________________ Other (_______) ________________

Note: Grant money can be disbursed in two possible ways: 1) money may be transferred to an organization account, or 2) a student may be reimbursed by SGA if he/she pays own expenses. If the student is to be reimbursed after the conference, the student MUST provide a copy of the receipt(s). Reimbursement cannot be issued without receipt(s).

Travel Grant Limits
Up to $800 per individual, per year

Office Use Only
Date Received ___________ Amount Requested ___________ Amount Approved ___________
SGA Approval ____________________________ Date Approved ____________________

Page 2
Student Travel Grant Application

Amount requested from SGA (may not exceed $800 per person per year):
$____________

Grant selection Criteria:

- All monetary grants requests and reimbursements that shall be reviewed on a first come, first serve basis.
- Requested travel should bring something of value back to USI that will benefit the University and/or its stakeholders.
- Travel must not be for class, class credit or for personal reasons (networking, job searching, graduate school applications and interviews, etc.).
- If travel is to present a topic or to attend a conference with workshops, you and/or your organization must be able to present information about what you learned to the Student Government Association during a meeting, if it is requested.
- Each traveling student is required to submit a copy of Page 2 of the SGA Travel Grant application or an excel sheet that provides at least each person’s name, ID number, email, phone number, address and amount requested per each individual along with the completed grant document.
- Student organizations and individual students requesting funding must submit a conference brochure or details about the conference/meeting they plan to attend.
- Student organizations and students must submit proof that they attended the conference to the Dean of Students Office (agenda, badge, brochure, hotel, flight, etc.).

Students are strongly encouraged to attend the SGA Grant Committee Meeting the week after each deadline to present their request. If you are contacted with a question about your application, you are required to reply by the application deadline or your application will not be considered until the next deadline. The SGA Chief Financial Officer will notify the primary individual of the meeting time and locations.

The following materials MUST BE provided to the Dean of Students Office for the application to be considered:

- This completed application packet and contact information for all travelers
- Information/brochure about the conference or event
- Information about all the funding sponsors, including departments, organizations and grants.
- Proof of anticipated expenses listed on the right (i.e. MapQuest confirmation of miles, flight itinerary, program verifying cost of registration, or copy of hotel rates, etc.)

Upon signing below, it is expected that all information presented will be true and correct. Be advised that if you provide any false information, you will be in direct violation of Section 2.16 of Student Rights and Responsibilities: A Code of Student Behavior and judicial action may be taken against you. By signing below, you are also saying that you have read and understand all of the information included in this packet.

Signature of individual or organization representative requesting grant

Date
QUESTIONS

Answer the following questions thoroughly. The committee takes these into account when making its decision. You may attach another sheet if necessary.

1. What are the educational goals you seek to accomplish by attending this event, and how will they serve to better the USI community?

2. If you are attending as part of a group or organization, explain the benefits to be gained by the group as a whole as a result of the travel:

3. Is this trip associated with a class and will you be receiving credit?

4. Is there any other information that you would like to share in support of your application?

For Office Use Only:

Date Received: ___/____/____
Committee Meeting: ___/____/____ Recommended Allocation: _______________
GA Vote: ___/____/____ Final Allocation: _______________
Individual contacted with results: ___/____/____
Receipts provided: ___/____/____
Funds disbursed: ___/____/____
_________________________________________________________
Signature:  SGA Chief Financial Officer

Revised 05/2015
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](http://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](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](http://www.usi.edu/busoff/Travel/forms.asp).