STUDENT GOVERNMENT ASSOCIATION
GRADUATE/LAW TRAVEL FUNDS REQUEST
PROCEDURES AND GUIDELINES

Application procedures
1. Graduate/Law and Undergraduate travel request application packets are available on the web at http://www.memphis.edu/sga/travel.php Packets include Procedures and Guidelines and an application.

2. Submission locations:
   UNDERGRADUATE APPLICATIONS must be submitted to the Student Government Association Office, 214 University Center.
   GRADUATE APPLICATIONS must be submitted to the Graduate School, 215 Administration Building.

2. Applications must be completely filled out. Incomplete applications may not be considered for travel.

3. All students being considered for travel funding must complete a RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT. If students are traveling as a group, each student in the group must complete a RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT. (These are included in this application).

4. Deadline for Domestic Travel Application: Travel fund applications for most domestic travel must be submitted at fifteen (15) business days in advance of departure date. Travel fund applications for travel to Hawaii and Alaska must be submitted ten (10) weeks in advance of departure date. If travel is to occur during or shortly after a break the application should be submitted earlier.

5. Deadline for International Travel Application: Travel fund applications for international travel must be submitted ten (10) weeks in advance of departure date. Canada and Mexico are considered international travel. If travel is at the start of a semester it is recommended that the application be submitted before the ten (10) week international travel deadline. If travel is to occur during or shortly after a break the application should be submitted earlier.

6. Additional Documentation for International Travel: Requests for international travel must be accompanied by a letter of recommendation. For academically related travel, the letter should come from the student’s department head. The letter should provide justification for the request as well as information on why the student’s objectives could not be met by a lower cost, domestic trip. The letter should also include information on whether the student’s department can provide support for the trip and, if so, to what extent. While lack of departmental support will not penalize the student, providing support will be viewed by the committee as a positive indication that the trip is seen as having value to the University.
7. **INTERNATIONAL TRAVEL** - All trips to international sites, that receive SGA travel funding, must be registered with the Study Abroad Office at the Center for International Programs and Services. To register go to this website: https://memphis.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10669

Students traveling internationally must be covered by health insurance, medical evacuation insurance, and repatriation insurance. If you do not have this insurance you may purchase it through the following website: https://memphis.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10669

Students will not receive funding for travel to a country or regions that the U.S. Department of State and the Centers for Disease Control and Prevention (CDC) have issued a travel warning. To determine if a country or region has been issued a travel warning; go to the CDC website at http://www.cdc.gov/travel/.

Students who do not register with the Center for International Programs and Services, have the appropriate insurance, and/or travel to a country or region with a travel warning will not receive travel funding.

8. You and/or your representative must be present at the SGA Finance Committee meeting at which your request is heard. You will be contacted by a Student Government Representative to schedule an appointment for the meeting. This meeting is mandatory. Special exemptions to this provision must be requested in advance and approved by the Finance Committee Chair.

9. After hearing a travel request, the SGA Finance Committee will make a recommendation of funding to the SGA Senate. The Committee will submit the recommendation to the Student Senate in the form of a bill. The Senate will then vote on the bill. All funding is subject to Senate approval. The Senate Finance Chair will notify requestor of approval and denial and funded amounts.

**Guidelines**

1. Each group or individual is eligible for funding once per fiscal year (fiscal year is from July 1 through June 30).

2. The only expenses covered for travel are transportation, registration, and lodging expenses. If air travel is involved, the applicant is expected to find the most economical airfare.

3. SGA travel funds are awarded as a reimbursement after the travel is completed.

4. There shall be no retroactive funding for a trip that has already taken place.

5. Requests shall normally be considered during the semester in which the travel will occur. Exceptions may be made if there is no viable opportunity for the request to be heard in the same semester as the trip or for other extenuating circumstances.
5. Group travel is allocated per person. The allocated funds may be used to supplement more people than were included in the application. If fewer students travel than the number included on the approved application, then the amount funded will be reduced proportionally to the number of people who actually travel.

6. THERE IS NO MINIMUM OR GUARANTEED FUNDING. Some requests do not receive funding.

7. SGA travel funds are awarded as a reimbursement after the travel is completed.

8. Maximum funding is up to 70% of the total request pursuant to Article 9, Section 14 of the SGA Senate By-Laws. Therefore, no student ever receives 100% of the requested funding.

9. An application must meet one of the following criteria to be considered:
   a. Students or organizations making academic presentations (i.e. papers, speeches, or other activities deemed appropriate by the committee) that will bring positive recognition to The University of Memphis.
   b. Students or organizations attending leadership conventions (i.e. regional or national conferences, etc.) that will bring positive recognition to the University of Memphis or will enhance the quality of leadership for the University of Memphis.

10. SGA will not consider funding travel that meets the following criteria:
    a. The primary purpose of the trip is to seek employment.
    b. Students will receive academic credit for the trip.
    c. International travel for study abroad, including intensive language study or as part of experience/training for teacher certifications.
    d. The travel relates to a student’s academic work with the Rudi Scheidt School of Music.
    e. The travel supports an individual’s dissertation research.

**Post funding procedures**

11. Once funding is approved by SGA, the requestor will either be notified via e-mail by the SGA Finance Committee Chair or the GSA President. The trip must be coordinated by the Office of the Dean of Students and all university procedures and policies must be followed. The student submitting the application is responsible for completing all required University paperwork. This student should contact Mrs. Julia Rhodes at 678-2188 or jrhodes@memphis.edu to make an appointment to review funding and travel guidelines and identify any additional department who will be supporting the trip.

    If a student cannot attend the trip funded or choses not to use the funding awarded they must notify Mrs. Julia Rhodes at jrhodes@memphis.edu prior to the trip. If Mrs. Rhodes is not notified prior to the trip the student will not be eligible to apply for funding for another trip during the current fiscal year.
12. Upon return from the trip, a travel claim must be completed within ten (10) business days of completion of travel. *This requires all original receipts from your trip.* Receipts should be in student’s name. See page 5 for more information on required documentation. Please contact Mrs. Rhodes in the Office of the Dean of Students (678-2188, jrhodes@memphis.edu) to make an appointment to complete a travel claim. If you receive funding from another source only ONE travel claim may be submitted for reimbursement. Mrs. Rhodes will complete the travel claim for ALL sources of funding. DO NOT FILE YOUR TRAVEL CLAIM IN YOUR DEPARTMENT.

Failure to contact Mrs. Rhodes to complete travel claim(s) for reimbursement within the allocated timeframe may result in forfeiture of SGA travel funding.
REIMBURSEMENT PROCESS

Overall Process: Pre and post travel

- Mandatory meeting with Mrs. Rhodes prior to trip to discuss details for reimbursement
- Meet with Mrs. Rhodes within ten (10) business days of return date of trip to complete a travel claim.
  - Mrs. Rhodes makes travel claim appointments on Tuesday, Wednesday or Thursday.
- Bring ALL of your receipts to the travel claim appointment.
- For group travel, only one student is required to come to the travel claim appointment. All students are welcome to come to this appointment. However, everyone’s receipts must come to this appointment. Travel claims cannot be completed without seeing each student’s receipts.
- Provide funding information for any other funding you are receiving for this trip. You should have provided this information on the travel request application.
- Travel claim(s) will be completed by Mrs. Rhodes for all areas of funding.

Receipts

- Receipts should be in student’s name
- Departments/professors/organizations are not easily reimbursed
  - If you need a department or organization to pay your expenses you need to talk with Mrs. Rhodes PRIOR to your travel to discuss how SGA travel funding may be awarded. If you do not meet with Mrs. Rhodes about this prior to travel you may forfeit the awarded SGA funding or a portion of said funding
  - If you are sharing a hotel room with someone else and are paying that person for the room you must meet with Mrs. Rhodes prior to your travel.

- Provide credit/debit card statements that shows payment of expenditure
- If you purchase airfare and hotel online you must provide separate receipts. Airfare and hotel cannot be bundled even if the bundle provides a less expensive price

Lodging

- Receipts must be in student’s name
  - Receipts must be itemized by the lodging facility showing a zero balance.
  - Provide credit/debit card statement that shows payment.
  - SGA funding for lodging will be based on the Per Diem rate + tax.

To find per diem rate check the following web site: www.gsa.gov Under the “Travel Resources” section, click on the “Per Diem Rates” link. Scroll down to the United States map. Click on your destination state. Locate your destination city and find the “Maximum Lodging” column. This is the amount you will use for your hotel cost per night plus tax. If you do not know the tax rate, figure at least 15% tax on your application. If the city you are traveling to is not listed you will need to check the “Note” section on the state page for the maximum lodging amount allowed. You will then use the amount in the “Note” section plus tax for your hotel room rate. If you do not know the tax rate, figure at least 15% tax on your application.
Do not use this site for per diem rates for TENNESSEE. For TENNESSEE per diem rates check the following web site: http://bf.memphis.edu/finance/accounting/travel.php. If you do not know the tax rate, figure at least 14% tax on your application.

Lodging expense for travel to anywhere outside of the continental United States (includes Alaska, Hawaii, Puerto Rico, and any U.S. territories) will be reimbursed actual lodging expense. Application amount will be edited to meet state standards for lodging reimbursement, if necessary.

Stays at Conference Hotel will be reimbursed at per diem rate and not at conference rate for both out of state and Tennessee hotels.

**Transportation** (airline or mileage)

- Air Fare
  - Receipt from actual paper ticket or
  - Paper copy of E-ticket or
  - Paper copy of information provided by internet site that indicates price
  - Copy of credit/debit card statement showing payment of ticket.

**OR**

- Mileage – $0.47 per mile
  - For allowable mileage check the following web site: mapquest.com. You will use the total estimated distance listed for one way mileage.

SGA will not reimburse for rental car, shuttle, taxi, parking, gas, or any other incidental expenses associated with driving to your destination. SGA will reimburse towards the round trip.

**Registration**

- Actual cost of registration. This does not include organizational dues, conference t-shirts, field trips, etc.
  - Receipt from conference
  - Registration page from conference web site (should have provided with travel request application
  - Copy of credit card showing payment.

**NOTE:** If you have questions about what is needed to be reimbursed please contact Mrs. Rhodes, 901-678-2188 or jrhodes@memphis.edu.
ALLOWABLE EXPENSES

SGA will fund and reimburse:

- Lodging
- Transportation (to and from Memphis to destination city)
- Registration.

EXPENSES NOT ALLOWED:

SGA will not reimburse for food or any incidental expenses associated with your travel.

This includes but is not limited to:

- Rental Vehicles or any expenses associated with renting a vehicle including insurance
- Insurance – i.e. health insurance, medical evacuation insurance, and repatriation insurance
- Food
- Refreshments
- Taxis
- Tips
- Shuttles
- Organization Dues
- Conference field trips
- Food
- Room Services of any type
- Phone Calls
- Movies
- Etc.

Do not submit pages 1-7 with application. Keep for your records.
2014-2015 SGA TRAVEL REQUEST
GRADUATE/LAW

Return application to 215 Administration Building

Student:__________________________ Student “U” Number:__________________________
Individual or primary contact for group (primary contact for group should be a student participating in travel)

U of M E-mail Address__________________________@memphis.edu

Cell Number:__________________________

Address (including city, state, and zip)(DO NOT USE DEPARTMENT ADDRESS)
_____________________________________________________________________________
_____________________________________________________________________________

Organization or Department:______________________________________________________

Event you will be attending (do not use acronyms or initials, spell out):_________________
_____________________________________________________________________________

Describe event you will be attending:_______________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Mode of travel:_______airline   _______personal automobile   _______train   _______other

Destination_________________________________ Dates of Travel:________________

Total Amount Requested:____________
from worksheet on page 11

Presenting (program, paper, poster, etc.)

_____Yes (if yes please indicate what you presenting)  _____No

_________________________Paper  ___________________________Program

________________________ Poster  _______Other (Specify)_________________________

If presenting, briefly describe subject:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

*For Office Use Only*

Purchase Order #:_________________

Claim Done:______

Finance Meeting Date and Time:

Comments:_______

Amount Requested:

Adjusted Amount:

Percentage:_______

Amount Approved:

Received

Late applications will not be accepted

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Number of Students Traveling (including requester): __________________________

Name, “U” Number, and memphis.edu email address of Students Traveling:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you or your organization received SGA travel funds in the past? ______Yes ______No

What other sources have you solicited funds for this trip? (You are expected to solicit funds from other sources, i.e. department, fund raisers, etc.) __________________________________________
________________________________________________________________________
________________________________________________________________________

If you are receiving funding from another University source please provide the following information on a separate sheet. This information is needed for each source of funding.

Amount of funding __________________________ Department of funding __________________________

Name of person in department who handles funding paperwork __________________________

Contact person’s phone number __________________________ Contact person’s email __________________________

Budget information (get from above contact person):

Index number __________________________ Name of approver for this index number __________________________

Index name __________________________ Purchase Order number __________________________

Any restrictions for this funding __________________________________________________________

__________________________________________________________

Will you be a student during the semester travel takes place? ______Yes ______No

If traveling during summer months (May, June, July, August) are you: Taking summer classes: _____Yes _____No

Did you take classes during the previous spring semester? _____Yes _____No

Are you registered for the following fall semester? ______Yes ______No

Expected date of graduation: ________________ Students who graduated prior to travel dates are NOT eligible for funding.
As part of this application please provide the following:

1. Copy of conference website home page that shows dates of conference
2. Copy of conference registration page that shows registration fees
3. Copy of conference hotel/lodging page that shows hotel/lodging conference rate(s)

**Reimbursement will NOT be made without this printed information.**

If you are traveling to any US territory or any country outside of the United States please be sure to provide proof of the following:

1. Registration with the Center for International Programs and Services Office
2. Health, medical evacuation and repatriation insurance
   This insurance may be purchased through the following website: [https://memphis.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10669](https://memphis.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10669)

**Reimbursement will NOT be made without this printed information.**
WORKSHEET:

**Lodging Cost** (lodging cost will be based on per diem rate not conference hotel rate plus tax)

To determine lodging and per diem rates go to one of the following websites:

**State of Tennessee** rates may be obtained at [http://bf.memphis.edu/finance/accounting/travel.php](http://bf.memphis.edu/finance/accounting/travel.php)

**Other U.S. Cities and States** rates may be obtained at the General Services Administration (GSA) site: [http://www.gsa.gov](http://www.gsa.gov), look at the left side of the page for a menu. Click on the “Per Diem Rates” link. You may search by clicking on the destination state or by city, state or zip code.

If you do not know tax rate, figure 15% tax.

Hotel cost per night_______________________ + tax_____________ = room rate____________________

Room rate__________ x number of nights staying______ x number of rooms______ = lodging cost__________

**Transportation Cost** (airline, train, bus, or mileage)

Airline, train, or bus ticket cost______________ x number of tickets________ = total airline cost____________________

OR

Mileage: miles one way__________________ x 2 = round trip mileage____________________

round trip mileage__________________ x $0.47 = mileage cost____________________

mileage cost__________________ x number of vehicles ________ = total mileage____________________

**Registration Cost**

Registration rate_______ x number of students registering________ = total registration____________________

Does registration fee include any meals? If meals are included the Finance Committee will reduce amount requested.

Lodging________ + Transportation________ + Registration________ = Total Cost of Trip______________

(Please put this amount on first page of application)

NOTE: Airfare and hotel may be purchased through online travel services. However, airfare and hotel may not be combined or bundled. For reimbursement you must have a one receipt for airfare and a separate receipt for the hotel. For reimbursement you will need to provide the document the online service provided and a copy of credit card or debit card statement to show payment of airfare and hotel.

NOTE: SGA will not fund or reimburse any incidental travel expenses. This includes but is not limited to food, rental cars, shuttle service of any kind, taxis, telephone calls, room service, etc.
Submit this page with your travel request.

By signing my name below, I understand all of the requirements and restrictions I must abide by as a recipient of the Student Government Association’s Travel Funds as listed in the Student Government Association Travel Funds Request Procedures and Guidelines.

Signature______________________________________________ Date:____________
Signature______________________________________________ Date:____________
Signature______________________________________________ Date:____________
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NOTE: All individuals applying for travel funds on this application must sign this form. Please copy form if you need more signature lines.
RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT

I, _______________________________________________ “U” ________________________, have decided to participate in the University of Memphis Student Travel _______. I hereby acknowledge that participating in Student Travel _______ is entirely voluntary.

I understand that the Student Travel _______ involves certain risks, hazards and conditions that may be dangerous to life, limb and property and that can arise in an incalculable variety of unforeseen or foreseeable ways which may include: bodily injury, loss of limb, death or property damage. I am voluntarily participating in the Student Travel _______ with knowledge of the dangers involved. I have reached the age of majority, and I am competent to make this decision for myself, or, if I am a minor, I have obtained the permission of a parent or legal guardian.

I am not suffering from any medical condition, impairment, or disease that would prevent my safe participation in any of the activities associated with the Student Travel _______. I have disclosed any and all of my medical conditions to the administrators of the Student Travel _______. I will use care for my own safety and well-being. I have not been advised by a physician or any other health care provider to limit my participation in activities such as the Student Travel _______. I assume responsibility for my participation in the Student Travel______ and injury while participating in the Student Travel _______.

In consideration of the right to participate in the University of Memphis Student Travel _______, I agree to assume the risks involved and I acknowledge that such risks may include, but not be limited to, bodily injury and/or death and/or property damage, and hereby collectively and individually release and agree to hold harmless the University of Memphis, its Board of Regents, officers, employees, agents, representatives, volunteers and assigns (“Releasees”) from all rights, claims, demands and damages of any kind, known or unknown, existing or arising in the future resulting from or related to my participation in the Student Travel _______. This release will also prevent my family from suing Releasees and binds my spouse, if I have one, my estate, siblings, parents, heirs, personal representatives and assigns.

The undersigned has read and understands this Release and Hold Harmless Agreement in its entirety and voluntarily signs same, without reliance on any representations, statements or inducements, express or implied, made by any party whomsoever.

__________________________________________ ___________________________
Name Signature Date

_____________________________ ____________________________________________
Date of Birth Signature of Parent or Guardian if Less than 18 years of Age
Did you?

______Complete all sections of the application

______Attach conference home page

______Attach conference registration page

______Attach conference hotel page that shows hotel conference rate

______Have all students participating in travel sign the affidavit page

______Attach a “Release of Liability and Hold Harmless Agreement” form for each student participating in travel

______Meet with Mrs. Rhodes prior to travel to work out any details for reimbursement after trip

______If you are traveling to any US territory or any country outside of the United States have you attached the following:
- Proof of registration with the Center for International Programs and Services Office
- Proof of health, medical evacuation and repatriation insurance

______If receiving funding from another University source did you provide
- Amount of funding
- Department of funding
- Name of person in department who handles funding paperwork
- Contact person’s phone number
- Contact person’s email

______- Budget information (get from above contact person):
- Index number
- Index name
- Name of approver for this index number
- Purchase Order number
- Any restrictions for this funding