

2010 - 2011 SGA TRAVEL REQUEST
UNDERGRADUATE

Received

Student: _____ Student "U" Number: _____

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

E-Mail Address (must be a memphis.edu address): _____ @memphis.edu

Telephone Numbers: Home _____ Work _____ Cell _____

Reason for travel (include name of conference, do not use acronyms or initials, spell out):

Location of travel: _____ Dates of Travel: _____

Mode of travel: airline _____ personal automobile _____ train _____ other _____

Presenting(program, paper, poster, etc.) _____ Yes _____ No Total Amount Requested: _____

Number of Students Traveling (including requester): _____

Name and Student "U" Number of Students Traveling (including requester): _____

For Office Use Only

Travel Authorization Number: _____ Claim Done: _____ Amount Requested: _____

Adjusted Amount: _____

Percentage: _____

Amount Approved: _____

Meeting Date and Time: _____ Comments: _____

STUDENT GOVERNMENT ASSOCIATION
UNDERGRADUATE TRAVEL FUND APPLICATION

1. **Undergraduate** Travel Fund Application Packets are available on the web at
<http://www.memphis.edu/sga/travel.htm>
2. Type or print in ink. Please make sure all printing is legible.
3. Attach an itemized budget and include any supporting documentation available.
4. Provide the most accurate information possible.
5. The student submitting the request or a representative from the group/organization is required to attend a Finance Committee meeting. Someone from the Office of the Dean of Students will contact you to set up this meeting.
6. **DO NOT RETURN PACKETS TO THE STUDENT GOVERNMENT ASSOCIATION OFFICE.**
7. Completed packets are to be returned to Mrs. Julia Rhodes in the Office of the Dean of Students, 359 University Center.
8. Make sure to completely fill out your travel fund application packet. The Finance Committee may not consider incomplete applications.

NAME _____ Student U Number _____

ORGANIZATION OR DEPARTMENT _____

ADDRESS (do not use a University department address; use your local address)

Street Address _____ City _____ State _____ ZIP _____

EMAIL ADDRESS _____

DATE OF TRIP (include departure and return dates) _____

DESTINATION OF TRIP (city and state, country if not US) _____

NAME OF EVENT (i.e. conference/convention/etc.)(Please write out complete name of event)

05/27/2010

Return to the Office of the
Dean of Students
359 University Center

DESCRIBE THE EVENT YOU WILL BE ATTENDING (Full name of conference, do not use acronyms) _____

ARE YOU MAKING A PRESENTATION? (if yes, please describe) Yes No

HAVE YOU OR YOUR ORGANIZATION USED SGA TRAVEL FUNDS IN THE PAST? _____

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.)

NUMBER OF STUDENTS MAKING TRIP (Be prepared to justify the number of students making trip. The more students, the greater the justification that will be expected.)

NAMES AND STUDENT "U" NUMBERS OF ALL STUDENTS THAT WILL BE TRAVELING
(attach additional sheet if necessary)

HOTEL NAME _____ PHONE NUMBER () - _____

05/27/2010

Return to the Office of the
Dean of Students
359 University Center

WORKSHEET:

Lodging Cost

(lodging cost will be based on *per diem rate not conference hotel rate*, see page 4 of PROCEDURES AND GUIDELINES section)

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 \$0.46 = mileage cost _____

mileage cost _____ x number of vehicles _____ = total mileage _____

Registration Cost

Registration rate _____ x number of students registering _____ = total registration _____

Lodging _____ + **Transportation** _____ + **Registration** _____ = **Total Cost of Trip** _____

TOTAL AMOUNT REQUESTED _____

(lodging + transportation + registration costs = total amount requested)

I have read and fully understand the application process for obtaining travel funds. The above information is true to the best of my knowledge.

Signature: _____ Date: _____

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.

05/27/2010

Return to the Office of the
Dean of Students
359 University Center

STUDENT GOVERNMENT ASSOCIATION
UNDERGRADUATE TRAVEL FUNDS REQUEST
PROCEDURES AND GUIDELINES

NO APPLICANT IS GUARANTEED FUNDING

1. **Undergraduate** travel request application packets are available on the web at <http://saweb.memphis.edu/sga/travel>
Packets include Procedures and Guidelines and an application.

Undergraduate travel applications packets are to be returned to 800 Wilder Tower.
2. The only expenses covered for travel are transportation, registration, and lodging expenses. See information on allowable expenses and expenses not allowed on pages 7 and 8.
3. Each group or individual is eligible for funding once per fiscal year (fiscal year is from July 1 through June 30).
4. **Deadline for Application:** Travel fund applications for most domestic travel must be submitted fifteen (15) business days in advance of departure date. Travel fund applications for travel to Hawaii and Alaska must be submitted eight (8) weeks in advance of departure date. If travel falls during the winter holiday break or during the break between spring and summer terms or immediately following the start of a semester it is recommended that the application be submitted before the fifteen (15) business day deadline. If travel is to occur during or shortly after a break the application should be submitted earlier.
5. **Deadline for Application:** Travel fund applications for international travel must be submitted eight (8) weeks in advance of departure date. Canada and Mexico are considered international travel. If travel falls during the winter holiday break or during the break between spring and summer terms or immediately following the start of a semester it is recommended that the application be submitted before the eight (8) week international travel deadline. If travel is to occur during or shortly after a break the application should be submitted earlier.

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.

For international travel that is not academically related, the letter should come from the student's or organization's faculty advisor and include similar information.
6. **There shall be no retroactive funding** for a trip that has already taken place.
7. 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.

05/27/2010

Return to the Office of the
Dean of Students
359 University Center

8. 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.
9. 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 someone from the Office of the Dean of Students 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 SGA Finance Committee Chair.
10. 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.**
11. **THERE IS NO MINIMUM OR GUARANTEED FUNDING!** Some requests do not receive any funding at all.
12. **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.*
13. 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.
 - c. Students attending a conference, seminar, or symposium relative to their field of study.
14. An application will not be considered when the primary purpose of the trip is to seek employment.
15. An application will not be considered for students receiving credit for the trip.
16. Applications for international travel for study abroad, including intensive language study or as part of experience/training will not be considered.
17. Once funding is approved by SGA, the trip is handled as official University travel through the Office of the Dean of Students. All University procedures and policies must be followed.
18. To determine if your trip was funded please call Mrs. Julia Rhodes in the Office of the Dean of Students, 359 University Center, 678-2188 or jrhodes@memphis.edu) after you meet with the Finance Committee. If your trip is funded please contact Mrs. Rhodes in the Office of the Dean of Students (678-2188 or jrhodes@memphis.edu) upon your return to schedule an appointment to complete required University paperwork for reimbursement. If you do not make the trip you must cancel your funding in writing through Mrs. Rhodes.

05/27/2010

Return to the Office of the
Dean of Students
359 University Center

19. A travel claim must be completed within ten (10) business days of completion of travel. *This requires all original receipts from your trip.* See page 4 for more information on required documentation. Please contact Mrs. Julia Rhodes in the Office of the Dean of Students (678-2188 or jrhodes@memphis.edu) to make an appointment to complete a travel claim. **DO NOT FILE YOUR TRAVEL CLAIM IN YOUR DEPARTMENT BEFORE COMPLETING THE SGA TRAVEL CLAIM.** If you receive funding from another source the travel claim for SGA funding must be completed before being claimed in your department.
20. If you have questions regarding SGA Travel, please call Mrs. Julia Rhodes at 678-2188 or email jrhodes@memphis.edu.

Applicant please keep the PROCEDURES AND GUIDELINES pages (pages 1 - 6).

05/27/2010

Return to the Office of the
Dean of Students
359 University Center

**STUDENT GOVERNMENT ASSOCIATION
TRAVEL FUNDS REQUEST**

ALLOWABLE EXPENSES

SGA will fund and reimburse towards lodging, transportation (to and from Memphis to destination city, and registration. SGA will not reimburse for food or any incidental expenses associated with your travel.

Lodging

Receipts must be in student's name

Receipts must be itemized by the lodging facility and show a zero balance owed.

If the receipt is not itemized and does not show a zero balance owed the student must provide a copy of the credit card statement showing the lodging charge.

SGA funding for lodging will be based on the Per Diem rate + tax.

**STUDENT GOVERNMENT ASSOCIATION
TRAVEL FUNDS REQUEST**

ALLOWABLE EXPENSES

SGA will fund and reimburse towards lodging, transportation (to and from Memphis to destination city, and registration. SGA will not reimburse for food or any incidental expenses associated with your travel.

Lodging

Receipts must be in student's name

Receipts must be itemized by the lodging facility and show a zero balance owed.

If the receipt is not itemized and does not show a zero balance owed the student must provide a copy of the credit card statement showing the lodging charge.

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 14% 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 14% 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.

Documentation for claim: Itemized hotel bill that indicates a zero balance. If the invoice does not show the amount and the zero balance you will need to provide a copy of the credit card statement that shows payment for the hotel. If you made hotel reservations on an internet service you will need to provide the information provided by the internet service that shows the price of the hotel plus a copy of the credit card statement that shows payment for the hotel.

05/27/2010

Return to the Office of the
Dean of Students
359 University Center

Transportation (airline or mileage)

Air Fare

Documentation for claim: original receipt from actual paper ticket or paper copy of E-ticket or paper copy of information provided by internet site that indicates price plus a copy of credit card statement showing payment of ticket.

Allowable Expenses Continued

OR

Mileage – \$0.46 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, etc.

EXPENSES NOT ALLOWED:

Rental Vehicles or any expenses associated with renting a vehicle		Refreshments
Taxis	Tips	
Shuttles		
Organization Dues		
Food		
Room Services of any type		
Phone Calls	Etc	
Movies		

Do not submit this page with application. Keep for your records.

05/27/2010

Return to the Office of the
Dean of Students
359 University Center

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: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

NOTE: All individuals applying for travel funds on this application must sign this form. Please copy form if you need more signature lines.