Procedures

1. These procedures apply to both graduate and undergraduate students at The University of Memphis. To be eligible for Student Government Association travel funds you must be a student during the fall or spring semester in which you travel. If travel occurs during the summer you must either be registered for summer classes or have been registered for the spring semester and be registered for the following fall semester. If you have graduated you are NOT eligible for Student Government Association travel funds.

2. Submission: all travel fund requests must be submitted online via TigerZone.

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

4. All students being considered for travel funding must complete a RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT (included in online TigerZone application). If students are traveling as a group, each student in the group must complete a RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT and upload as part of the TigerZone application.

5. **Priority Deadlines for Travel:** Each academic year, priority deadlines for travel will be established. Students who submit travel requests by the priority deadlines are more likely to receive greater funding. The priority deadline will be posted online each year, but will generally follow the following timeline:
   - **Fall priority requests:** Due the second week of September, heard the third week of September, voted on the fourth week of September.
   - **Spring priority requests:** Due the first week of February, heard the second week of February, voted on the third week of February.
   - **Summer priority requests:** Due the first week of March, heard the second week of March, voted on the third week of March. Can be for Summer travel only.
   Dates may vary to accommodate Spring Break.

6. **Rolling Deadline for Domestic Travel Application:** The travel fund process will also allow for a rolling deadline for submission by students who miss the priority deadline, however, funding odds are not as great and the amount may not be as high. There is also no guarantee that rolling applications will be able to be voted on and approved by the Senate based on their availability. Applicants are encouraged to adhere to the priority deadlines established above. However, as it relates to ongoing travel fund applications for
most domestic travel- all materials 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 eight (8) weeks in advance of departure date. If travel is to occur during or shortly after a break the application should be submitted earlier.

7. INTERNATIONAL TRAVEL Deadline for International Travel Application: The travel fund process will also allow for a rolling deadline for submission by students who miss the priority deadline, however, funding odds are not as great and the amount may not be as high. There is also no guarantee that rolling applications will be able to be voted on and approved by the Senate based on their availability. Applicants are encouraged to adhere to the priority deadlines established above. However, as it relates to ongoing travel fund applications for international travel, all materials must be submitted eight (8) 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 eight (8) week international travel deadline. If travel is to occur during or shortly after a break the application should be submitted earlier.

8. INTERNATIONAL TRAVEL 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.

9. 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. For information on this insurance check with your current provider or the websites below:

www.iasis insure.org
www.culturalinsurance.com
www.cmi insurance.com

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.

10. **Travel Hearing.** 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.

11. 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 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 requests for a trip that has already taken place.

5. Applicants are strongly encouraged to comply with the priority deadlines. 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.

6. Group travel is allocated per person.

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

9. Maximum funding is up to $800.

10. 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.

11. 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**

1. 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 chooses 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.

2. 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 time frame 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 along with credit/debit card statements that show payment of those receipts.

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. Click on “Travel”, choose the state and city you are traveling to, then click “next”. Click on “Look up Rates by Fiscal Year” and then click “Go”. 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 15% 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 (at allowable per diem rate plus tax)
- 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.