SGA TRAVEL FUNDING

Process Map, Procedures and Protocols | 2026-2027

Version 12 | Revised August 25, 2026, following completion of TigerZone walkthrough testing and the go-live of all three processes.

*Conference, Program **and** Presentation Travel Funding for Undergraduate, Law, and Graduate Students*

University of Memphis, Student Government Association / Student Engagement

PURPOSE OF THIS DOCUMENT

This document establishes a clear, current process for Travel Funding requests, distinct from the SOF Programming Request process. Travel Funding supports students attending conferences, academic presentations, or leadership programs that bring positive recognition to the University of Memphis. This document covers the Undergraduate/Law shared process in detail and notes the separate Graduate process for completeness.

A NOTE ON TERMINOLOGY

This document uses three distinct terms. *Procedure* refers to the steps - how a request is submitted, routed, reviewed, and paid. *Protocol* refers to the standards those steps must meet - eligibility, documentation, and deadlines. *Policy* is reserved for University policy, which governs both.

THREE DISTINCT TRAVEL PROCESSES

Student Population	Process Owner	Portal	Notes
Undergraduate	SGA (Student Government Association)	Submitted in TigerZone from the traveler's own profile: initials, then My Submissions, then Budgeting	Covered in detail in this document
Law	SGA (Student Government Association)	Same process and same location as undergraduate	Covered in detail in this document; Law School also administers separate RSO registration/training through the Cecil C. Humphreys School of Law
Graduate	GSA (Graduate Student Association)	Separate Graduate School process: memphis.edu/gsa/travel	Distinct process; not administered by SGA. Noted here for completeness only.

ELIGIBILITY

- Applies to undergraduate students at the University of Memphis (Law students use the same portal; Graduate students use the separate GSA process)
- Fall/Spring semester travel: must be an enrolled student during the semester in which you travel
- **Summer travel is not funded (confirmed by SGA, August 11, 2026).** SGA Travel Funding covers Fall and Spring semester travel only. The prior summer-eligibility clause is removed; the corresponding bylaw provision is scheduled for the August 19 amendment review
- Students who have graduated are NOT eligible for SGA travel funds
- Travel funds are not available to faculty/staff members, even if they pay a student activity fee

QUALIFYING AND NON-QUALIFYING TRAVEL

Foundational Requirement: Travel Must Be Tied to RSO Membership

SGA/SAFA Travel Funding exists to support Registered Student Organizations (RSOs). A student's travel must be connected to their membership and participation in an RSO in order to be eligible for reimbursement using SAFA funds. An individual student is always free to travel on their own for a personal academic presentation, conference, or other purpose - but if that travel is not tied to RSO membership, SGA/SAFA funding will not cover it, regardless of how meritorious or beneficial the trip may be.

An Application Must Meet One of the Following Criteria (In Addition to RSO Membership)

- Students making academic presentations (papers, speeches, or other activities deemed appropriate by the Committee) on behalf of or connected to their RSO, that bring positive recognition to the University of Memphis - provided the presentation is voluntary and not required for a grade, course credit, or degree completion (see SAFA Funding Limitations section below for the full distinction)
- Students attending leadership conventions (regional or national conferences, etc.) on behalf of or connected to their RSO, that bring positive recognition to the University of Memphis or enhance the quality of leadership for the University

SGA Will NOT Consider Funding Travel That Meets the Following Criteria

- The travel is not connected to the student's RSO membership - individual academic or personal travel unrelated to an RSO is never eligible for SAFA funding
- The primary purpose of the trip is to seek employment
- International travel for study abroad, including intensive language study or teacher certification training/experience
- Travel related to a student's academic work with the Rudi Scheidt School of Music
- Travel intended to conduct an individual's dissertation research
- Any academic presentation, project, or activity that is required for a grade, tied to course credit, or necessary for degree completion, even if connected to an RSO - see SAFA Funding Limitations section below for full detail

IMPORTANT: RSO membership and connection to that RSO's purpose/activity is the threshold requirement for any SAFA travel funding. Beyond that threshold, the distinction between qualifying and non-qualifying academic-related travel is about whether it is required by a course/degree or voluntary and student-driven. See the full SAFA Funding Limitations section below for the complete standard.

SAFA FUNDING LIMITATIONS: WHAT IS NOT ELIGIBLE

Travel funding is drawn from the same SAFA budget as Programming funding and is subject to the same core limitation: SAFA funding is intended to support initiatives that are student-driven and broadly accessible to University of Memphis students. Funding requests connected to an academic program or the operation of an academic program are NOT eligible for SAFA funding and will not be awarded.

Examples of Ineligible Academic Program / Operation Activity

- Guest lectures or in-residencies that are not open to and advertised for all University of Memphis students
- Salaries or stipends for students receiving academic credit for participation
- Faculty-led programs that are not open to or advertised for all University of Memphis students
- Departments or programs using Registered Student Organizations (RSOs) as a front for programming or events
- Non-student organizations
- Events or travel hosted on behalf of academic departments
- Conferences where the majority of participants are not University of Memphis students
- Similar activities not driven by and broadly accessible to the general student body

This list is illustrative, not exhaustive. These conditions are subject to change based on special circumstances or University need. Note this overlaps with, but is separate from, the existing rule that SGA will not fund dissertation research travel or Rudi Scheidt School of Music academic travel; this SAFA-wide limitation applies more broadly to any travel tied to academic program operation, regardless of department. When in doubt, a student or advisor should confirm eligibility with the Administrative Associate or SGA Finance Committee BEFORE submitting a request.

Bylaw Prohibitions

The Senate Bylaws establish two absolute prohibitions on travel funding:

- The Student Government Association shall NOT pay for advisors. Advisor travel is not fundable under any circumstance.
- The Student Government Association shall NOT pay for expenses incurred by individuals who are not students at the University of Memphis.

Fundraising Events - Philanthropy vs. Organizational

Eligibility depends on who benefits from the funds raised. Travel undertaken on behalf of a philanthropy effort benefiting a local, national, or international non-profit is evaluated on the same basis as any other RSO travel. Travel undertaken to raise funds for the RSO itself is not eligible for SAFA travel funding. SAFA funds may not be used for a charitable donation in either case.

Clarification: RSOs Organized Around a Field of Study

As a reminder, all SGA/SAFA travel funding requires that the travel be tied to the traveler's RSO membership (see Qualifying and Non-Qualifying Travel section above). Within that requirement, this clarification addresses a specific question: does the fact that an RSO is organized around an academic field of study (e.g., a Business Student Association, Nursing Student Organization, or Pre-Law Society) make its travel ineligible under the academic-program restriction described above?

The answer is no. This restriction applies to travel that is required, credit-bearing, or operationally tied to an academic department or program - not to travel by an RSO simply because that RSO is organized around a field of study. An RSO composed of students sharing an academic interest remains eligible for SAFA travel funding when attending a conference on behalf of or connected to the RSO, provided the trip is not required for a grade, tied to course credit, or organized/led by faculty as an extension of coursework or degree completion requirements.

Confirmed verbally by the AVP for Student Engagement; written confirmation pending.

SGA Decision: Graduate Student RSO Travel (Option A Adopted)

SGA has formally adopted Option A from the Graduate Student RSO Travel Policy Proposal: graduate and law students traveling specifically on behalf of an RSO in which they hold membership are eligible for SGA Travel Funding, regardless of academic level.

- Additional Requirement for Graduate Student Submissions: graduate students submitting a travel request under this provision must include a written statement in their application specifying how their travel is directly related to their membership and participation in the RSO

FUNDING CAP AND ALLOCATION

Per-traveler cap (confirmed by SGA, August 11, 2026): $600 per traveler, per semester. A traveler may submit a maximum of two travel applications per academic year, one per semester. This resolves both the discrepancy between the $800 figure previously published here and the $600 figure on file in the Senate Bylaws (Article VI, Section 5), and the separate recommendation to align with GSA for consistency across student populations. The bylaw document itself is scheduled for confirmation at the August 19 amendment review; no further change to the dollar figure is anticipated.

A traveler cannot combine both semesters into a single application. Each application is reviewed on its own, in the semester it applies to, and is subject to the $600 per-semester cap and to funding availability at the time of submission.

Unspent approved funds may be requested toward a later trip. If a traveler is approved for an amount in one semester but the trip costs less than approved, the traveler may request that the unspent approved balance be considered in support of a higher-cost trip in the following semester. This is a request the SGA Finance Committee may consider, not a guaranteed credit or a balance the traveler is entitled to carry forward. Approval depends on funding availability at the time of the later request and on the first-come, first-served order in which applications are received. A traveler should never assume unspent funds will be available for a later trip.

Rollover: Unused Approved Travel Funds

Adopted by SGA, August 11, 2026. A within-fiscal-year rollover mechanism applies to approved-but-unspent travel dollars, so unused allocations remain available to fund additional student travel requests later in the same fiscal year rather than sitting unused. **CONTEXT:** At fiscal year-end, the University claws back 20% of all unused departmental budgets; the remaining 80% reverts to a divisional pot for VPs to disperse at their discretion. This rollover mechanism protects travel funding from being lost to that process.

Fund allocation structure (confirmed by SGA, August 11, 2026): 50% Fall, 50% Spring. This replaces the prior 40% Fall / 40% Spring / 20% Summer structure on file in Senate Bylaws Article VI, Section 2. Summer is removed as an allocation period, consistent with the decision that summer travel is not funded. Money not apportioned in one period is retained within travel rather than transferred to the Student Organization Fund, consistent with the rollover recommendation above. The bylaw text itself is scheduled for confirmation at the August 19 amendment review.

ADVANCE NOTICE REQUIREMENTS

- Domestic travel: all travel fund applications must be submitted at least 15 business days in advance of the departure date
- International travel or travel outside the continental U.S.: applications must be submitted at least 8 weeks in advance of the departure date

Priority deadlines removed (confirmed by SGA, August 11, 2026). The Senate Bylaws' three-priority-deadlines-per-semester provision is discontinued as counterintuitive to first-come, first-served allocation. The advance notice requirements above are unaffected and still apply. Scheduled for the August 19 amendment review.

[ADMIN ASSOCIATE] OPEN: Confirm these advance notice windows are still accurate for 2026-27, or whether they are being revised alongside the Oracle transition.

TRANSPORTATION

Confirmed by SGA, August 11, 2026: Transportation is funded in accordance with University policy. This replaces the prior Senate Bylaws provision requiring the cheapest available mode of transportation, which was not being applied in practice. Scheduled for the August 19 amendment review.

FUNDING BASIS

- Funds are provided on a first-come, first-served basis; students may apply as early as they like
- Once all funds allocated for a specific term are awarded, the application will close for that term

APPLICATION FREQUENCY

Confirmed by SGA, August 11, 2026: one application per semester, two per academic year maximum. One per semester is a hard ceiling. This corrects the Senate Bylaws' conflicting language, which separately states an application may be made only once per fiscal year while also permitting up to two per academic semester - a numeral/written-figure error scheduled for the August 19 amendment review.

Because two applications are permitted per academic year, a student who did not travel in the prior semester may request an exception to the semester ceiling through the travel exception process (special circumstance requests). Exception requests are subject to funding availability and to first-come, first-served allocation - a student requesting an exception does not take priority over a student who has not yet traveled.

STEP-BY-STEP PROCEDURE: TRAVEL FUNDING (UNDERGRAD AND LAW)

Step 1 - Submit Your Travel Application in TigerZone

Walkthrough completed August 25, 2026. The Administrative Associate I submitted a full test application end to end. The navigation path and page structure below are verified against the live system.

- Log in to TigerZone
- Click on your initial or photo in the top right corner
- Click "My Submissions"
- Click "Budgeting"

- Click the blue "Create Request" button
- Select the process **SGA Travel Funding 2026-2027**, then select **SGA Travel Budget Template** beneath it to begin

What the application asks, in order

- **Page 1, Submission Eligibility.** Are you the traveler? Each traveler submits their own request
- **Page 2, Campus Eligibility.** Which campus you are enrolled in. This process is for Main Campus students; Lambuth students have a separate travel fund and should contact Lambuth Student Services
- **Page 3, Student Traveler and RSO Information.** Name, U number, UofM email, phone, and a mailing address for your check. Do not use a campus or department address. Then your RSO, your academic level, and confirmation of the three trainings
- **Page 4, Travel and Conference Information.** Semester, domestic or international, mode of travel, departure and return dates, the conference name and dates, where it is held, whether you are presenting, why SGA should fund the trip, and any other university funding sources
- **Page 5, Release of Liability.** Initial and date. If you selected international travel, an additional international travel registration acknowledgment appears here
- **Page 6, Final and Submission.** Instructions on what happens next and how to attach your documents
- **Budget.** Six sections: Lodging, Registration, Meals, Travel, Additional Funding, and Travel Documentation. Travel Documentation is upload only; enter $0.00 on each line. Your conference confirmation goes there, and your CIPS registration confirmation as well if traveling internationally
- Before beginning, gather: conference name, conference dates, travel/lodging/registration expenses, student U-number(s) and mailing address for check, account/administrator information from any other department also awarding travel funds, and a screenshot of the conference homepage listing dates and hotel
- Applications must be complete - incomplete applications may not be considered for travel

System Behavior and Its Limits (verified August 25, 2026)

The distinction below matters for anyone reviewing these applications. Future staff should not assume a control is automated because it is written in this document.

Enforced by the system

- Routing. A submitted application reaches the SGA Finance Committee without staff action
- Required fields. A page will not advance while a visible required field is blank
- The international travel registration acknowledgment on Page 5 appears only when international travel is selected on Page 4. Verified working. That question is deliberately not marked Required, because a conditional question marked Required prevents submission when hidden

NOT enforced by the system, enforced by review

- **Traveler identity.** Answering No to Are you the traveler displays the stop text but does not prevent the applicant from continuing. A proxy submission is caught at review by comparing the submitter against the named traveler
- **Campus eligibility.** Selecting Lambuth displays the referral information for Lambuth Student Services but does not stop the application. Campus enrollment is not visible on the face of a request, so reviewers verify it
- **Dates.** Date fields accept any value. Testing confirmed the system accepts a return date earlier than the departure date, and accepts dates in the past, notwithstanding the prohibition on retroactive requests. Reviewers verify dates

- **Advance notice.** The 15 business day and 8 week minimums are not calculated by TigerZone. They are enforced at review

Why the gates are stop text rather than skip logic. Skip logic was built on both eligibility questions and tested. It produced unpredictable routing, including sending applicants past pages they needed to complete. It was removed on August 25, 2026 in favor of stop text on the answer itself, with the three stage review as the compensating control. This is a deliberate decision and should not be reversed without retesting.

Step 2 - Hearing

- Domestic travel: NO hearing required by default
- International travel: hearing IS required with the SGA Finance Committee
- Optional Hearing Request (domestic only): either the student or the SGA Finance Committee may formally request a hearing if clarification is needed on a domestic request, even though it is not required by default
- If a hearing is required or requested, you will receive an email confirmation within 48 hours of submission with a prompt to schedule your hearing date
- The hearing (when required) is mandatory to attend

Appeals Process (established by SGA, August 11, 2026)

An applicant may appeal a pre-travel funding decision. This process applies to both Travel Funding and SOF Programming decisions.

Step	Action
1. Form	Applicant completes the appeal form
2. Submission	Appeal submitted to the Speaker of the Senate
3. Scheduling	Speaker places the appeal on the General Assembly meeting calendar
4. Notification	Administrative Associate I and Graduate Assistant are copied
5. Packet	Administrative Associate I or Graduate Assistant assembles a packet if required, provided to the Secretary of Finance and General Assembly in advance of the meeting
6. Decision	Heard and decided by the General Assembly

Not appealable: a denial issued because a request violates University policy. The General Assembly cannot overturn University policy.

Conduct: all parties are reminded that the Student Code of Rights and Responsibilities applies. Appeals are decided on the facts presented.

The appeal form is built and available in TigerZone/SGA records.

Requires amendment. Senate Bylaws Article VI, Section 3 names the Executive Council as the reviewing body and the Secretary of Finance as the recommending party. SGA has established the General Assembly as the deciding body instead. Scheduled for the August 19 amendment review.

- This process applies ONLY to pre-travel funding request decisions (i.e., whether a trip is approved for funding before it occurs)
- Reimbursement denial decisions (post-travel) are FINAL and not subject to appeal under any circumstance

Step 3 - Award Notification

- You will receive an email within 7 days of your travel hearing (if applicable) or within 7 days of submission (if no hearing required) which will include the funding amount awarded
- If funded, complete all required steps including submission of a signed Release of Liability and Hold Harmless Agreement for all travelers

Step 4 - Complete International Travel Requirements (If Applicable)

- International travel must comply with all Center for International Programs and Services (CIPS) policies and procedures
- Student must register trip details with CIPS (via "SGA Travel Registration" in the TigerZone menu)
- Students who do not register with CIPS, do not have appropriate insurance, and/or travel to a country/region with a travel warning will NOT receive travel funding
- Students traveling outside the continental U.S. must complete the required Travel Worksheet

Step 5 - Complete the Trip

- SGA travel funds are awarded as a reimbursement AFTER travel is completed
- There are no retroactive funding requests for a trip that has already taken place - the application must be approved before travel occurs

Expense timing (confirmed by SGA, August 11, 2026): yes. An expense incurred before approval - for example, airfare purchased before the application window opens - is reimbursable when the trip itself occurs after approval. Retroactive funding for travel that has already taken place remains prohibited.

Step 6 - Post-Trip Documentation and Reimbursement Deadline

- SAME AS PROGRAMMING: all post-trip documentation must be submitted within 2 weeks (14 calendar days) of return from travel
- Required documentation: itemized receipts, proof of attendance (conference badge, certificate of attendance, program listing, or equivalent), and any other documentation specified in the award notification
- Lodging costs will NOT be reimbursed beyond the applicable per diem rate for that area, regardless of actual cost incurred
- CONSEQUENCE FOR MISSED DEADLINE: reimbursement requests submitted after the 14-day window will be denied, except in cases of documented extenuating circumstances approved in advance by the SGA Finance Committee or Administrative Associate
- HOW TO REQUEST: Exception requests are submitted using the Procedure/Protocol Exception Request form. Requests submitted by any other means will be redirected to the form.
- Reimbursement denial decisions made at this stage are FINAL - not subject to appeal (see Appeals Process under Step 2)

Exception Recordkeeping Protocol

All exception requests are documented and tracked, whether granted or denied. The Administrative Associate I records every request received - including requests returned as ineligible - in the SGA/RSO Procedure and Protocol Exception Log, capturing the requesting organization, the requirement at issue, the determination, and the rationale.

This record exists for three reasons: to ensure consistent treatment across organizations, to give the SGA Finance Committee visibility into how discretion is being exercised, and to identify whether a particular deadline is generating repeated exceptions - which is evidence that the procedure should be revised rather than repeatedly excepted.

The log is maintained internally and is not published. Individual determinations are communicated only to the requesting organization and the SGA Finance Committee.

Food Purchases Outside Per Diem

Traveler meals are reimbursed at the per diem rate and do not require itemized meal receipts. Any food purchased outside the per diem structure - a group meal, catering, or a grocery or wholesale purchase tied to the trip - follows the University's full food documentation standard: itemized receipt, business justification, attendee list, and a tip limit of 20%. Complete the RSO Food and Meal Purchase Justification Form and submit it with the receipt. See the SOF Programming Request Process Map for the complete requirements.

What Happens After You Submit - and Why Timing Matters

Approval of your funding request is not the same as payment. Once your organization submits complete post-event documentation, the request enters University financial processing, which involves several offices outside SGA:

- The Administrative Associate I reviews the submission for compliance; the Administrative Associate I or designee enters it into Oracle
- The request routes through Procurement, and through the Business Officer and Student Affairs for approval
- Once approved and purchased through Procurement, the transaction is receipted in Oracle
- The documentation is then submitted to Accounts Payable for payment. Accounts Payable is responsible for all University disbursements other than payroll, stipends, scholarships, and student financial aid. Current processing time is 7 to 10 business days

Each of these steps carries its own requirements. Incomplete or non-compliant documentation is returned, and the process restarts from that point.

Neither SGA nor the Administrative Associate releases funds. The University does. SGA approves the award and verifies compliance; payment is issued through University financial processes on the University's timeline.

This is why the 14-day deadline exists. University policy requires travel and expense documentation within 30 days. The 14-day SGA deadline preserves the remaining time needed to move a complete, compliant packet through the offices above and meet the University's requirement. A request submitted on day 29 cannot be processed in time, regardless of how complete it is.

The single most effective thing your organization can do to be reimbursed quickly is submit complete, compliant documentation the first time. Use the receipt standards in this document before you submit, not after something is returned.

Following Up on a Reimbursement

Once a request reaches Accounts Payable, follow-up goes directly to that office. The Administrative Associate I or designee can confirm the date a request was submitted, but cannot expedite or track payment once it is in the Accounts Payable queue.

- Accounts Payable: accountspayable@memphis.edu | 901.678.2271
- https://www.memphis.edu/accounting/ap.php

Published processing time is 7 to 10 business days, though actual turnaround can run longer during high-volume periods.

University Travel Policy Requirements (BF4001)

University travel policy applies to student travel as well as employee travel. Key provisions:

- **Lodging** is allowed up to the maximum per diem rate, the conference rate, or the government rate. Receipts must detail daily room rates, taxes and fees, and the name(s) of the occupant(s). Rates above those limits may be considered taxable income to the traveler
- **Conference lodging** at the designated conference hotel is reimbursed at the negotiated conference rate; lodging elsewhere is limited to the per diem rate
- **Shared lodging -** when more than one person occupies a room, the expense is divided among occupants
- **Home share rentals** (Airbnb, VRBO and similar) are an allowable form of lodging
- **Meals** are reimbursed at the per diem rate for meals and incidentals based on the lodging location. Meals provided as part of a conference must be deducted from that day's per diem
- **Documentation deadline -** University policy requires a Travel Expense Report with receipts no later than **thirty (30) days** after travel is completed. The SGA 14-day reconciliation deadline in this document is intentionally shorter and governs SGA-funded travel
- A **Missing Receipt Statement** may be used only by exception; habitual use may result in denial

TRAVEL RECEIPT AND DOCUMENTATION PROTOCOL

- Receipt must indicate business name and date of purchase
- Receipt must be itemized, showing specifically what was purchased, quantity, and price paid for each item
- Meal receipts are NOT needed for travel - meals are reimbursed using a per diem rate calculated based on travel destination
- Personal vehicle gas receipts are not needed (recommended to keep a copy); rental car requires BOTH gas receipts and the rental receipt
- Hotel receipts must show the price paid per day, all fees and costs included in the price, and a $0 balance confirming the full price was paid
- Lodging funding is based on the Per Diem rate + tax (see Travel Rate Schedule); stays at a conference hotel are reimbursed at per diem rate, NOT conference rate, for both out-of-state and Tennessee hotels
- Bank statements alone are NOT acceptable as receipts - must be paired with a confirmation/receipt indicating specifically what was purchased; redact all personal information except account holder name, address, and the relevant transaction line
- Receipt must indicate payment method (cash, check, or last 4 digits of card) and that the transaction was completed
- Reimbursement is made to the person who made the purchase; if another individual (e.g., a parent) paid, additional steps are required to reimburse that individual instead
- No screenshots or cropped images - provide the entire document as emailed/given, or a full-page photo
- Purchases made using points or rewards programs cannot be reimbursed - actual money must have been used
- Shared expenses require a completed Group Reimbursement Statement; SGA will not split individual award funds between students to settle shared expenses

"Administrative Associate I or Designee"

Where this document refers to the "Administrative Associate I or designee," the task described may be performed by a graduate assistant or other staff member assigned by the Administrative Associate I. This applies to processing functions - Oracle entry, submission to Procurement and Accounts Payable, direct vendor payment submission, and status confirmation.

Authority does not delegate. Compliance determinations, the standing authority to return a non-compliant approved request, and extenuating-circumstances exception determinations are held by the Administrative

Associate I and are not exercised by a designee. Where this document names the Administrative Associate I without "or designee," the function is not delegable.

ROLES AND RESPONSIBILITIES SUMMARY

Role	Responsibility
Student Traveler	Completes and submits Travel Budget Request via TigerZone; attends hearing if required/requested; completes Release of Liability and Hold Harmless Agreement; registers with CIPS if traveling internationally; submits post-trip documentation within 14 days
RSO Advisor (Faculty/Staff, if applicable)	Reviews and approves/denies event/travel appropriateness where applicable in TigerZone. Advisors do NOT submit funding requests on behalf of students. Advisors are NOT permitted to pay for student travel out of personal funds under any circumstance.
Secretary of Finance (SGA)	Primary financial officer of the Association; primary reviewer and approver of all travel funding requests governed by this document
Chair, SGA Finance Committee	Secondary/backup reviewer and approver of travel funding requests
SGA Finance Committee	Conducts hearings for international travel (or domestic travel when a hearing is formally requested); reviews and decides on funding awards
Administrative Associate I (or designee, for processing functions only)	Compliance review of approved requests; processes disbursement/payment in Oracle; serves as comptroller/auditor ensuring University and travel policy compliance; receives, determines, and logs all procedure/protocol exception requests; serves as Training Officer/Certifier building and conducting mandatory RSO financial training for 2026-27; builds and maintains the financial plan and forms for '26-27
Center for International Programs and Services (CIPS)	Reviews and approves international travel registration; verifies insurance and travel warning compliance
AVP, Student Engagement	Procedure owner for programming, travel, and CES fund structure; final authority on cross-campus/cross-school funding questions
Senior Coordinator, Training and Development (SLI)	Serves as the primary point of contact for TigerZone, manages day-to-day RSO operations, and provides training, resources, and support to RSO officers.
Assistant Director, Student Leadership and Involvement	Serves as the all-access administrator for TigerZone, overseeing system administration and supporting RSO operations, event management, and platform functionality.
Director, Student Leadership and Involvement	Provides strategic oversight and leadership for TigerZone, RSOs, and related policies, procedures, and campus initiatives.

QUESTIONS AND CONTACTS

- RSO, Undergraduate, and Law-related travel inquiries: contact SGA Travel
- Graduate-related inquiries (separate GSA process): contact GSA Travel

OPEN ITEMS TO CONFIRM BEFORE PUBLISHING

- [ADMIN ASSOCIATE] Written email confirmation from the AVP for Student Engagement on the RSO field-of-study clarification (verbally confirmed; written confirmation pending)
- [SGA ACTION ITEM] Bylaw text correction: Article VI, Section 3 states domestic travel must be submitted fifteen (150) business days in advance. The numeral and the written figure conflict. This document publishes the correct figure, fifteen (15) business days; the bylaw text itself is scheduled for correction at the amendment review

Closed by testing, August 25, 2026

- **TigerZone application walkthrough.** CLOSED. Completed end to end on August 25, 2026. Request 378366 was submitted and reached the SGA Finance Committee Decision step. The process name, navigation path, page structure, and budget sections in Step 1 are verified against the live system
- **Conditional display of the international acknowledgment.** CLOSED. Verified working. Domestic selection correctly suppresses the question
- **Eligibility gate behavior.** CLOSED AS A FINDING. The gates display stop text but do not prevent continuation. Skip logic was removed after testing. See System Behavior and Its Limits under Step 1

CLOSED SINCE LAST REVISION: Student Leadership and Involvement role definitions (received from Director of SLI and added to Roles and Responsibilities); per-traveler cap (confirmed by SGA, August 11, 2026 - $600, resolving the $800/$600 bylaw discrepancy); fund allocation structure (confirmed by SGA, August 11, 2026 - 50% Fall / 50% Spring, summer removed); rollover mechanism for unused approved travel funds (adopted by SGA, August 11, 2026 - retained within travel); summer travel funding status (confirmed by SGA, August 11, 2026 - not funded); priority deadlines (removed by SGA, August 11, 2026); transportation funding standard (confirmed by SGA, August 11, 2026 - in accordance with University policy, replacing the cheapest-available-mode provision); prior funding attempts documentation requirement (removed by SGA, August 11, 2026); appeals process (established by SGA, August 11, 2026 - applies to both Travel and Programming decisions, heard by the General Assembly); expense timing (confirmed by SGA, August 11, 2026 - an expense incurred before approval is reimbursable if travel occurs after approval); application frequency (confirmed by SGA, August 11, 2026 - one per semester, two per academic year, with an exception path for a semester with no prior travel).

NEXT DOCUMENT IN THIS SERIES

With both the SOF Programming Request process and this Travel Funding process now mapped and verified against the live system, the next step is to combine them into the full Mini Finance Handbook and Packet for RSOs and advisors, complete with shared definitions, a combined FAQ, and quick reference materials covering both funding tracks side by side. Three step by step submission guides already accompany these maps, along with the Companion Checklists, the Quick Reference, and the Frequently Asked Questions.

Document Prepared: July 2026 | Last Revised: August 2026 | Ebony J. Sunflower, Administrative Associate I | University of Memphis Student Engagement