SGA/RSO FUNDING: QUICK REFERENCE

SOF Programming Request and SGA Travel Funding | 2026-2027 | University of Memphis, Student Government Association / Student Engagement

This is a summary for quick answers only. Where a conflict exists, the full Process Maps, Procedures and Protocols govern.

TOPIC	SOF PROGRAMMING REQUEST	SGA TRAVEL FUNDING
Who can submit	RSO officer with TigerZone access. Advisor submission is an automatic denial.	The individual traveler, for themselves. Advisor submission is an automatic denial.
Eligibility	Active, Registered Student Organization. SGA financial training complete for 2026-2027.	Enrolled student with an RSO membership tie. SGA financial training and SGA Travel training complete. Fall and Spring only; summer travel is not funded.
Amount and tiers	Tier One: $1 to $2,499, submit 14 calendar days ahead, no hearing by default. Tier Two: $2,500 to $7,500, submit 30 calendar days ahead, hearing required.	$600 per traveler, per semester. Maximum two applications per academic year, one per semester.
Funding cap	$7,500 per INITIATIVE. No aggregate semester or annual cap; multiple initiatives allowed.	Per traveler cap applies. No separate aggregate cap.
Advance notice	14 calendar days for Tier One. 30 calendar days for Tier Two.	15 business days domestic. 8 weeks international.
Application frequency	No limit beyond tier deadlines. First come, first served against the $331,000 annual allocation.	One application per semester, two per academic year maximum. Exception path available if there was no travel in the prior semester.
Decision and hearing	SGA Finance Committee decides; it is not advisory. Tier Two hearing required. Tier One hearing optional on request.	SGA Finance Committee decides. International hearing required. Domestic hearing optional on request.
Documentation required	Itemized budget for any request over $1,000. Event advertisement or meeting agenda at reconciliation. Food purchases also require the RSO Food and Meal Purchase Justification Form.	Conference confirmation on EVERY application, without exception. CIPS registration confirmation as well if traveling internationally.
Reimbursement basis	Actual cost, supported by an itemized receipt. A direct payment to a vendor requires an itemized invoice. Tips reimbursable up to 20 percent.	Lodging and meals at the per diem rate for the destination, regardless of actual cost. First and last travel day at 75 percent of the daily meal rate. Look up rates at gsa.gov.
Transportation	Not applicable.	Funded in accordance with University policy.
Post-decision documentation	All documentation due within 14 calendar days of the event or purchase date. Late is denied, absent a documented exception.	All documentation due within 14 calendar days of return from travel. Late is denied, absent a documented exception.
Where in TigerZone	Your organization, then Organization Tools, then Finance. CREATE REQUEST, then Create Budget Request, then select the SOF Programming Request. After the event, same path, but select the SOF Purchase / Funding Request.	NOT the organization page. Your initials, upper right, then My Submissions, then the Budgeting tab. That opens Personal Budget Requests. CREATE REQUEST, then select SGA Travel Funding.
Appeals	Form to the Speaker of the Senate, then the General Assembly calendar, Administrative Associate and Graduate Assistant copied, packet assembled, General Assembly decides. Not appealable if the denial is a University policy violation.	Same process as SOF Programming. Applies to pre-travel decisions only; reimbursement denials are final.
Exceptions	Procedure/Protocol Exception Request form. Administrative Associate I decides post-event deadline exceptions. SGA Finance Committee decides advance submission deadlines.	Same Procedure/Protocol Exception Request form and the same authority split.