

Student Government Travel Request Packet

for Individual Students

A limited amount of SG funds is available each year to Registered Student Organizations (RSOs) and individual students for approved student travel, and strict guidelines must be followed to request travel funds and to expend them. For a complete understanding of SG policies regarding travel, student travelers should refer to the Student Government Finance Code – Title VIII, specifically chapters 840 and 841. The following are some highlights from Title VIII and helpful tips to plan and execute a successful trip.

How to Request Student Government Funding for Student Travel

- Submit your COMPLETED Travel Request Packet a minimum of five (5) weeks prior to travel. *(Tip: Six weeks prior is recommended, so if you've made any mistakes in your packet, you might have time to rectify and meet the five-week firm deadline.)*
- **A Complete Travel Request Packet** includes:
 - ✓ Travel Request form with all applicable signatures
 - ✓ Cost breakdown spreadsheet
 - ✓ Official schedule/agenda/program and other supporting documentation
 - ✓ Official price quotes for accommodations, transportation, registration fees, and other anticipated expenditures
 - ✓ Completed standard questionnaire with fundraising information
 - ✓ Tentative list of UNF students traveling including their N-numbers, addresses, phone numbers, and email addresses
 - ✓ Signed Statement of Travel Guidelines
- Confer with the Budget & Allocations Committee Chair to select a Senate Sponsor who will introduce your request to the Budget & Allocations Committee.
- Present your request at the next scheduled SG Budget & Allocations Committee upon invitation from the chair and assignment of a Senate Sponsor. You are required to bring fifteen (15) copies of your Travel Request Packet, and you should be familiar with Title VIII policies. Both the Senate Sponsor and at least one representative from the entity submitting the request must attend the Budget & Allocations meeting. The Senate Sponsor cannot, under any circumstances, be the entity's representative.
- Upon approval of the Budget & Allocations Committee's decision, you must meet with the SG Accounting Associate within three (3) business days to discuss internal procedures and funding arrangements.

Travel Funding Limitations

- RSO's and currently enrolled A&S fee-paying students may request travel funds up to four (4) times per fiscal year
- Individuals are limited to a total of \$500 per fiscal year
- The Student Senate may fund no more than two (2) individual students traveling to the same program
- RSO's are limited to \$2,000 per fiscal year with a cap of \$500 per student per trip
- No more than one (1) RSO may receive travel funding for the same program per year
- RSO's shall stay four to a room if possible
- If no motion is made on a request during a Budget & Allocation Committee hearing, then that failed presentation will count as one of the presenter's four (4) allowed requests for that fiscal year
- All travel arrangements must be made through the SG Business and Accounting Office

Prohibited Expenditures/Use of A&S Fee – Includes but are not limited to the following:

- Food associated with travel
- Travel reimbursements for mileage for trips where it would have been more economical to rent a car and for travel under 50 miles round trip
- Automobile rental other than through approved travel reimbursement
- Enrollment in courses, academic requirements, academic related projects, academic related trips, required academic activities, except for test forms and testing booklets
- Indirect travel expenses such as: excess baggage charge, valet service, and trailer hitches
- Travel reimbursements, and event/program reimbursements above the amount actually expended
- Alcoholic beverages
- Entertainment that is not open to the student body, in general
- Activities that solely benefit non-UNF students; such as materials, supplies, or resources benefitting philanthropic organizations
- Construction, permanent structural improvements, or remodeling unless approved by the Student Senate or previously allocated for such purposes in the A&S Fee Budget
- SG Scholarships
- Items that will be resold
- Activities for which an admission fee is charged for students except for Student Government Sponsored concerts
- Monetary prizes, gift certificates, or raffles
- Prizes in excess of \$25 dollars
- Personal Items

Student Government Travel Request

for Individual Students

DATE / TIME STAMP

(REQUESTOR'S SIGNATURES)

DATE / TIME STAMP

(SG SIGNATURES)

Student Name: _____

Phone: _____ Email: _____

Faculty/Staff Name: _____

Phone: _____ Email: _____

Purpose of Travel Request: Conference Meeting Workshop
 Seminar Competition Other: _____

Requested Event: _____

Event Location: _____

Departure Date & Time: _____

Return Date & Time: _____

Total Amount Requested: _____

All travel requests must be submitted and have received all signatures a minimum of five (5) weeks prior to the travel date in order for the request to be heard by the Budget & Allocations Committee.

Complete and attach the following. Failure to do so will negate the request.

- Cost breakdown spreadsheet documenting total amount of the trip and total amount of the request.
- Official schedule/agenda/program and other supporting documentation regarding purpose of travel.
- Official business price quotes for accommodations, transportation, registration fees, and other expenditures.
- Completed standard questionnaire with fundraising information.
- Name of UNF student traveling, N-number, address, phone number, and email address.
- Signed Statement of Travel Guidelines.

Once reviewed by the SG officials, the requesting student will receive a copy of the fully executed request. The requesting student will be required to submit fifteen (15) copies of this form and all required attachments to the Budget & Allocations Committee Chair prior the next scheduled Budget and Allocations meeting.

To be completed by the Budget & Allocations Committee Chair

(Consider the following to be your official notification of dates and times, which are subject to change):

Date and time of Budget & Allocations Committee hearing: _____

By submitting this form, requestor assumes responsibility for this trip and affirms that all funding allocated by the Student Senate will be used in compliance with the Student Government Finance Code (Title VIII of SG Statutes).

_____ Student's Name	_____ Date	_____ Senate Sponsor's Signature	_____ Date
_____ Student's Signature	_____ Date	_____ Budget & Allocations Committee Chair's Signature	_____ Date
_____ Faculty/Staff's Name	_____ Date	_____ Student Government Treasurer's Signature	_____ Date
_____ Faculty/Staff's Signature	_____ Date	_____ SG Business Manager Signature	_____ Date

Any student with a disability who requires reasonable accommodations to participate in any program or activity funded by Student Government must first be registered with the UNF Disability Resource Center. Written requests for reasonable accommodations should be sent to the Director of the UNF Disability Resource Center.

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Travel Request Cost Breakdown Spreadsheet

UNF Student Government

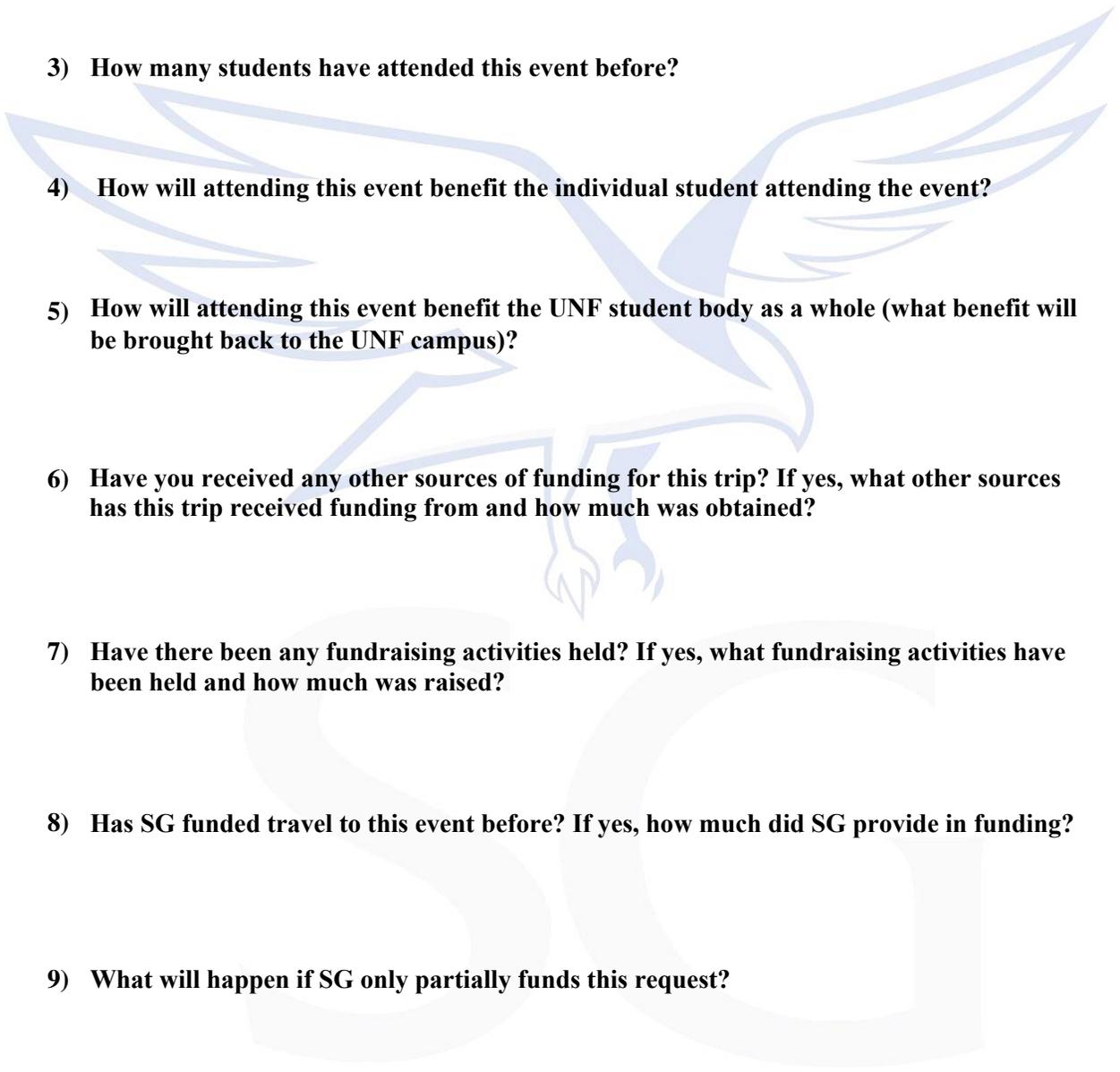
Total Amount of the Trip		Total Amount of the Request	
Registration:		Registration:	
\$ per student		\$ per student	
# of students		# of students	
Total(R)		Total(R)	
Lodging:		Lodging:	
# of students		# of students	
# of rooms		# of rooms	
# of nights		# of nights	
\$ per room per night		\$ per room per night	
Total(L)		Total(L)	
Transportation:		Transportation:	
Vehicle Rental:		Vehicle Rental:	
# of vehicles		# of vehicles	
\$ per vehicle		\$ per vehicle	
Subtotal for rental		Subtotal for rental	
Fuel:		Fuel:	
# of vehicles		# of vehicles	
# of miles per vehicle / 15 mpg		# of miles per vehicle / 15 mpg	
\$ per gallon		\$ per gallon	
Subtotal for fuel		Subtotal for fuel	
Airfare:		Airfare:	
\$ per ticket		\$ per ticket	
# of students		# of students	
Subtotal for airfare		Subtotal for airfare	
Total(T)		Total(T)	
Total Cost of the Trip		Total Cost of the Request	

Fuel Calculation: (# of miles / 15 mpg) * \$ per gallon = cost per vehicle

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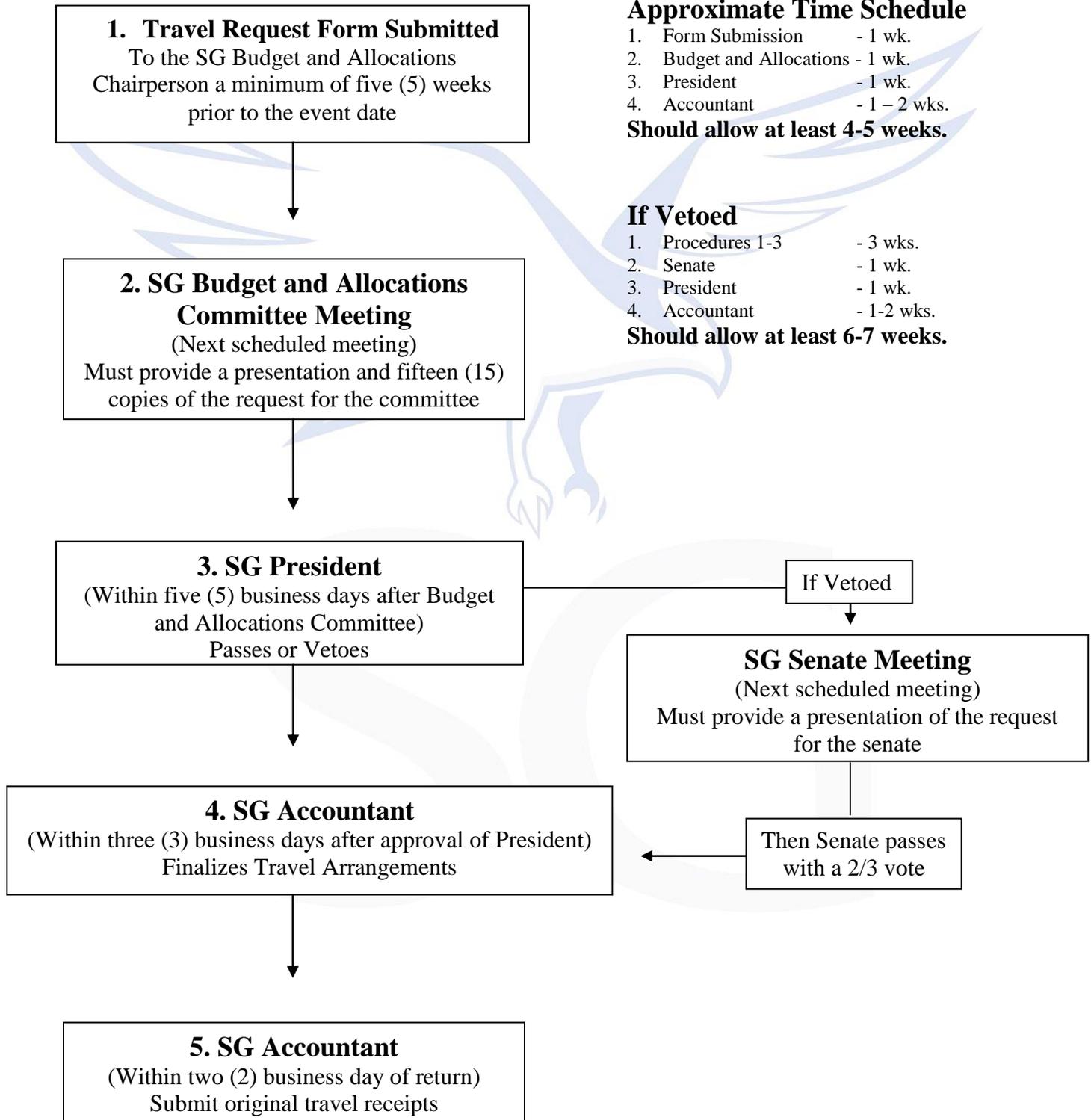
Standard Questionnaire for Travel Requests

- 1) Will the student requesting funding be enrolled in classes during the time of the event?
 - 2) Will the student be receiving a grade or academic credit for attending this event?
 - 3) How many students have attended this event before?
 - 4) How will attending this event benefit the individual student attending the event?
 - 5) How will attending this event benefit the UNF student body as a whole (what benefit will be brought back to the UNF campus)?
 - 6) Have you received any other sources of funding for this trip? If yes, what other sources has this trip received funding from and how much was obtained?
 - 7) Have there been any fundraising activities held? If yes, what fundraising activities have been held and how much was raised?
 - 8) Has SG funded travel to this event before? If yes, how much did SG provide in funding?
 - 9) What will happen if SG only partially funds this request?
 - 10) What will happen if SG does not fund this request at all?
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Student Government Travel Request Form for Individual Students

Student Government Travel Request Flow Chart

Procedures:



**STUDENT GOVERNMENT
STATEMENT OF TRAVEL GUIDELINES**

1. Upon approval of the Senate, you must meet with the SG Accounting Associate within three (3) business days to discuss internal procedures and funding arrangements. Failure to do so will result in loss of funding. *(Tip: it is recommended that you contact the Business & Accounting Office at 620-1511 the next business day and schedule an appointment.)*
2. Your travel must adhere to University Travel Policies published annually by the Travel Office.
3. All travelers must sign a TAR (Travel Authorization Request) and Liability Form no later than five (5) business days prior to trip departure date. You will be contacted by the SG Business and Accounting Office when the forms are ready for your signature.
4. Prepare an outline of the intended payment methods (i.e., who is paying for which expenses) and bring this information with you to your meeting with the Business & Accounting office.
5. Within two (2) business days of your return, original receipts must be turned into the SG Business & Accounting office. *(Tip: keep a copy of your receipts in the event you are contacted with questions about your submission.)*
6. University policy requires travelers to complete Travel Reimbursement (TR) forms at the conclusion of their travel, even if there is no reimbursement due. Once your TR is ready to sign, you will receive an email from the Business & Accounting office. It is important for you to make arrangements to sign the form within the time frame you are given in the email so not to jeopardize your reimbursement or to risk possible holds on your student record.

I have fully read and understand the Travel Guidelines. I further understand that failure to comply with the above guidelines and those in the Student Government Finance Code: Title VIII of SG Statutes will result in forfeiting all Student Government funding for the trip and possible holds on student records.

Student Name (Please Print)

Signature

Date