SGA Travel Grant Process

Please note: The Travel Grant is a reimbursement of travel expenses!

Purpose:
- To provide opportunity for Southeastern students to enhance both their academic and leadership skills.
- To defer the costs associated with academic and/or leadership travel for students.

Quick Overview:
- The student will meet with the Graduate Assistant (Tara.Forsythe@southeastern.edu) for an informational meeting before you submit an application.
- The student will submit a travel grant application on the SGA website AT LEAST six weeks prior to travel.
- The grant will be reviewed by the Vice President & Appropriations Committee.
- The Vice President of SGA or a senator will author the travel grant bill.
- The Appropriations Committee will review the travel grant bill.
- The Grant Applicant and the Advisor are emailed the date they will need to attend the SGA Senate meeting to answer any questions regarding the bill.
- The SGA Senate votes on the bill & signatures will be obtained.
- An Off Campus Visitation must be turned in at least three weeks before travel.
- The Faculty Advisor completes a Travel Authorization at least two weeks before travel.
- An Expense Report and a detailed report must be turned into Graduate Assistant, Tara Forsythe within two weeks after returning from the trip.

Detailed Steps:

Step 1: The student goes to www.southeastern.edu/sga to set up a travel meeting with the graduate assistant BEFORE filling out the travel grant application. The Graduate Assistant will go over the process and procedures with the student at this meeting and will give the student a checklist to keep up with the process. The meeting will last approximately 30 minutes.

- Eligibility Requirements
  - Semester and cumulative GPA of at least 2.5. If students fall below a 2.5 at any time during the grant process, the grant process will cease and be revoked.
  - In good standing with the university and free of any academic or disciplinary probation/suspension.
  - Attend a mandatory travel informational meeting with the SGA graduate assistant before applying for a travel grant.
Step 2: The student will fill out the online application for a travel grant by going to www.southeastern.edu/sga and clicking on the grants section.

- The application must be submitted at least **six weeks** before travel. Students are unable to apply if they do not meet this six week deadline.
- The online application must include the following information:
  - **W**#’s for all students traveling
  - Faculty advisor information
  - General conference information,
  - A breakdown of the funds requested from SGA.
    (Funds may be requested for conference registration, mileage, lodging, airfare, or other transportation.)

  - **No individual travel request (1-2 students) may exceed $500.**
  - **No group travel (3 or more students) may exceed $1,000.**
  - Transportation
    - All air travel must go through a Shorts Travel Account.
    - Mileage is reimbursed on the basis of .51 cents per mile, not to exceed a maximum of 99 miles per round trip and/or day.
    - Students who are driving must complete the Driver’s Safety Test, which can be found at http://www.southeastern.edu/admin/safety/safe_driver/. This must be done regardless if reimbursement for mileage is requested. The student will have to upload the certificate or be recognized in the system as a certified driver before the application can be submitted.

Step 3: A bill is written for the grant, and it goes to the appropriations committee for review, and they will give a recommendation to the Senate.

Step 4: The grant legislation will be voted on in the Senate meeting. The student and faculty advisor will be contacted about the date to attend. The Senate meets on Mondays at 5:00pm in Fayard Hall 107 during the Fall and Spring semesters. Someone must attend the meeting in which the grant is voted on to present the application and answer any questions the senators may have.

Step 5: After the bill is passed, it must be signed by SGA President, SGA Vice President, SGA Advisor, and the Vice President of Student Affairs. Please allow for three weeks for legislation to be approved and budgets to be set up. You cannot complete a travel authorization until this process is complete.

- Requirements if bill passes:
  - An Off Campus Visitation form should be turned in at least **3 weeks** before travel. It should be turned in to the Assistant Vice President for Student Affairs, Jim McHodgkins, located in Student Union Room 2409.

Step 6: The faculty advisor must complete a travel authorization (TA) on PeopleSoft Financials at least **two weeks** before travel.
**Step 7:** Within **two weeks** of returning from the conference, the student must meet with the SGA graduate assistant to fill out an expense form. Receipts and a conference report must be turned in at this meeting. If two separate budgets were used, the signature of the additional budget unit head must be obtained before the expense report is turned into the travel office.

- Receipts must show a balance of $0 or say paid in full
- Conference registration receipts should include the names of each student who attended
- A 1-2 page conference report should include:
  - How the trip improved the student’s leadership ability.
  - How the trip benefited the Southeastern community.
  - How the trip enhanced Southeastern’s image.
  - Include at least 3 pictures from the trip attached to the report.

**Violations:** Students will lose grant privileges for two academic years due to any of the following violations:

- Failure to submit receipts and expense report to the Travel Office.
- Purchases made that were not approved by SGA.
- Failure to submit a completed report following the trip.
Travel Grant Budget Breakdown EXAMPLE

Organization: BETA ALPHA NU
Purpose of Trip: Attend the Beta Alpha Nu Annual Conference

Located in Winnemucca, Nevada from Saturday, August 27 to Tuesday, September 12.

- **Conference Fee**
  - $150 for registration
  - 4 members will be attending: $300.00 total

- **Hotel $20.00 per night**
  - Check in Saturday, August 27, check out Tuesday, September 12.
  - Super 8, 2 queen beds-$20 per night
  - 4 to each room—1 room
  - $340.00 total

- **Airfare**
  - $180.00 per ticket
  - 4 tickets—total of $360.00

- Members will be expected to provide their own food.

Total Amount Requested from SGA: **$1,000.00**

Make sure to attach all price quotes and receipts