THIS IS JUST TO HELP WITH THE ONLINE PROCESS

**Student Government Association**

 **Travel Grant Application**

Welcome Back Students and Student Organizations,

We hope all of you had an enjoyable and relaxing break. The Student Government Association has been diligently working during the break to better serve students. We have updated our website, evaluated the grant process, and have established educational programs and services for the upcoming academic year focusing on serving and improving our community. Enhancing students’ academic and leadership skills is a priority to the Student Government Association.

 With budget cuts affecting the University, we continue to support Dr. Crain in his endeavors to do what is best for the university and its students. The Student Government Association is committed to keeping our fiscal regulations effective and responsible. Travel grants have been evaluated and altered for the betterment of the students, transparency of our organization, and to reach as many students as possible. All policies, guidelines and applications for the Student Government Association funded grants can be found on our website: [www.selu.edu/sga](http://www.selu.edu/sga).

The Student Government Association established the travel grant program to assist students and recognized student organizations with the cost of attending a conference or convention that will enhance the university’s image. Our primary goal for all SGA grants is to reward those student organizations that have generously given back to the university. Travel grants are available for up to **five hundred dollars ($500.00) for individual travel and up to fifteen hundred dollars ($1,500.00) for group travel**. A student or organization interested in applying for a travel grant must be in good standing with the university and also must have a 2.5 semester and cumulative grade point average. If you have any questions, please contact the Student Government Association office at (985) 549-2296.

Your fellow lions,

Gregory Crovetto Suraj Ayer

Student Body President Appropriations Chair

**Please make sure to read the following enclosed information thoroughly *before* beginning the grant process.**

**The following is an agenda for the Spring grant process:**

1. Purpose
	1. To provide opportunity for Southeastern students to enhance both their academic and leadership skills.
	2. To defer the costs associated with academic and/or leadership travel for students.
2. Eligibility Requirements
	1. Semester and cumulative GPA of at least 2.5. If students’ grades fall below a 2.5 at any time during the grant process, the grant process will cease and be revoked.
	2. In good standing with the university and free of any academic or disciplinary probation/suspension.
	3. Attend a **mandatory** travel informational meeting with a specific SGA member before applying for a travel grant.
3. Grant Application
	1. Applications are available online at [www.selu.edu/sga](http://www.selu.edu/sga). Complete and submit grant online. Print a copy for your reference.
	2. Must submit application four weeks prior to trip.
	3. All travel MUST go through a Shorts Travel Account
	4. A completed application includes the following:
* Electronic Signature of a faculty advisor
* Attach conference information and itinerary
* Detailed budget sheet including quotes for funds requested (lodging, transportation and registration fees)
1. Requirements of faculty advisor
	1. Review the application prior to submission
	2. Coordinate travel arrangements with student
		1. Create Travel Authorization
		2. Complete Expense Report no later than 2 weeks after they return
		3. Ensure all State Travel Guidelines are honored to ensure reimbursement.
2. Other Grant Information
	1. Travel Grants are funds that reimburse the student(s).
	2. Travel grants do NOT pay for food expenses.
	3. No individual grant request may exceed $500.
	4. No group travel (3 or more students) may exceed $1,500.
	5. A student may receive only **1 travel grant per academic year**.
	6. Travel grants may not be used for international travel.
	7. Submit a completed, detailed report to Suraj Ayer, Appropriations Chair no more than two weeks following the conference or convention.
		1. Must have at least three pictures from the trip attached to the report
		2. A detailed description of the travel with the following included in the summary:
* A list of all events attended while on the trip
* How the trip improved your leadership ability
* How the trip will benefit the Southeastern community
* Explain how the trip will enhance Southeastern’s image

h. Students will lose grant privileges for 2 academic years due to any of the following violations:

* + 1. Failure to submit receipts and expense report to the Travel Office.
		2. Purchases made that were not approved by the SGA.
		3. 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- $1.000.00**

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

**-Conference Fee**

 **-**$150 for registration

 - 2 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

 - 2 to each room—1 room

 - $340.00 total

**-Airfare**

 - $180.00 per ticket

 - 2 tickets—total of $360.00

-**Members will be expected to provide their own food.**

Make sure to attach all price quotes and receipt