

University of New Orleans

Student Government Association

Academic Travel Fund Application

2017- 2018

Pursuant with the academic travel funding guidelines set in the Student Government Association **Code of Laws (code 500.2: Student Travel Fund)**, all applicants must carefully read the following SGA travel guidelines that **must** be followed. This fund is for defraying costs incurred by students for academic travel. For the purpose of this fund, academic travel is defined as:

- ✓ Trips to attend events whose location is other than the University of New Orleans
- ✓ Trips that benefit a group of students, student organization, or student representing with a university department

N O T

- ✗ *Thesis work, internships, dissertations, exchange programs and research*
- ✗ *Intramural and other sporting events*

- Completed travel requests must be submitted 21 days prior to the 1st day of the conference. All funding is reimbursement only. Student Government Association does not prepay any travel cost. If the 21 days prior to the first day of the conference falls on a Saturday or Sunday, then the application is due the Friday before.
- Students must have a cumulative GPA of 2.5 or higher and be enrolled in at least 6 hours in the current semester and/or pre-registered for at least 6 hours in the upcoming semester.
- Students cannot be on university-wide academic or judicial probation.
- A Student Travel grant is available up to \$500 for one student traveling to a conference.
- Five or more students traveling to the same event and/or same intent and purpose are eligible to share up to \$5,000. The amount reimbursed to each person will be based on the number of persons attending the conference. Each person is responsible for their own completed application.
- Students may only receive travel funds once per fiscal year, July 1–June 30. Once Student Government Association budgeted funds are depleted, applications can no longer be accepted.
- All receipts must be in the student's name only. Receipts in the name of parents, professors, etc. are **not** permitted. Reimbursement is paid to the student traveling.
- **Only when all documentation is received 21 days prior to the first day of the conference will the application be time-stamped in SGA Office and be considered complete.**

21 Days Prior to First Day of Conference

All documents must be received during business hours: M-F 8:00am - 4:30pm

Turn in completed travel application packets to: **University Center 236-A.**

Read the entire packet and submit the completed application with all the information below. Numbers 1-8 of documentation is required regardless of whether reimbursement is sought for all expenses.

1. Submit a copy of unofficial transcript from WebStar showing: cumulative GPA and class schedule for current and/or upcoming semester. (usually the last page of transcript)
2. Submit conference details from website, brochure, or pamphlet: must include conference name, dates, location, cost of registration, and conference hotel information.
3. **Submit your paid registration receipt** along with a copy of your completed registration form. A copy of the student's cancelled check or credit card statement is required for reimbursement after the trip.
4. Submit **mode of travel** information:
 - a. If travelling by air, **submit paid itinerary invoice** with application. (Must book through Shorts Travel for reimbursement, see next page.)
 - b. If travelling by personal car, submit the estimated miles from a web map and driver safety certificate.
5. For lodging reimbursement: students **must submit the original detailed hotel bill with their name on the receipt**. If sharing a hotel room, split the cost of room on separate credit cards at check in time. Your name and credit card number must appear on hotel detailed bill showing the cost for each night stayed. Submit the estimated hotel cost for the entire trip on worksheet (p. 6).
6. A copy of the student's bank or credit card statement is needed to verify payment of registration fees, airfare, and lodging after the trip. Your name must appear on the credit card statement.
7. If another UNO department is also funding your travel, submit a copy of that department's approved authorization to travel with this application.
8. **Signatures**
 - a. If travel is academic, obtain signatures from your Department Head and College Dean.
 - b. If travel is with a registered campus organization, obtain signatures from your Organization Advisor and the Director of Student Involvement and Leadership (LeeAnne Sipe x6349).
 - c. If travel is with a Greek Organization, obtain signatures from Chapter Advisor and Greek Coordinator (Natalie Temple x6349).
 - d. Your signature implies that you have read and understand the application.

Airfare:

- Airfare is reimbursed only from flights purchased from Shorts Travel, the state authorized travel agency. Create an online profile to obtain a flight itinerary invoice. Please note that there is a \$15 charge per call for after-hours service (after 5 p.m. and on weekends.) This service is for after hours travel only and not for booking advanced travel.
- **Short's Travel Agency: TOLL FREE: (888) 846-6810 • FAX: (319) 433-0847**
EMAIL: state@shortstravel.com • **WEBSITE:** www.shortstravel.com/la
- Flights purchased directly from airlines or other agencies (Delta, Southwest, Expedia, Travelocity, etc.) are not reimbursable, but paid the itinerary is required with application.

Hotel:

- Lodging at the conference hotel is required, unless fully booked. The student must provide a hotel cost comparison to verify the cost savings at a substitute site. Submit a comparison and book the lower of the two rates. Conference rates often include amenities not included such as meals, parking, internet services, etc. The cost of included amenities should be taken into consideration when comparing rates. For example, the conference rate may include meals, making the conference rate cost justified. The substitute hotel may require additional ground transportation.
- For in-state hotels, complete the [hotel tax exemption form](#) and submit it with your application. The form is approved by the SGA Advisors. You must bring this and a copy of your approved travel authorization form (from our office) to the Louisiana hotel to receive a tax exemption at checkout.

Personal Vehicle:

- Mileage is **53 cents per mile**, not to exceed a max. of **99 miles per round trip**.
- UNO is the starting point in providing mileage estimates from the web.
- Submit a copy of [driver safety certificate](#) with application.

Rental Vehicle reimbursement is available to Graduate Assistants only:

- Rent a vehicle from LA state rental contract with Enterprise, account number: NA1403
- Reserve by calling an Enterprise local rental branch directly during business hours. The closest branch to UNO: 4122 Chef Menteur Hwy (504) 942-8766 Open until 6:00pm or call 1-800-Rent-A-Car (24 hours/day). Access the state travel website at: <http://www.enterprise.com>
- If the vehicle is needed before Enterprise's normal hours of operation, Enterprise will start rental charges the morning in which the rental is needed with pickup before the close of business the night prior.
- Personal credit card purchases of gas for rental vehicles is reimbursable.
- Any person (spouses, children, etc.) riding in the rented vehicle who are not official state employees must sign a [Hold Harmless Agreement Form](#), located at Office of State Travel's website, prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State. Each agency is responsible in ensuring that this along with any other necessary documents are completed and made part of the travel file prior to travel dates.

After Trip

To be eligible for reimbursement, all students traveling must submit the following to the SGA Office in University Center Room 236B within **fifteen business days** upon returning from trip:

1. One page typed report detailing the content of the trip.
2. If the traveler has additional funding from another UNO department, the travel voucher for the trip must be prepared by Student Government Association in order to receive SGA Academic Travel funding. SGA will then send the completed voucher to the UNO department providing the additional funding for their approval. UNO Accounts Payable will only accept one travel voucher per person per trip.
3. Original itemized receipts from hotel (must be in the student's name in order to be reimbursed, and shall not exceed the current state rate plus tax). When sharing a hotel room, make sure your name and credit card number appears on the itemized hotel receipt.
4. Original receipts from taxi, Uber, parking, tolls, metro cards, car rental, etc. with credit statement showing charges.
5. Original conference badge, and confirmation receipt of event registration (include copy of supporting documentation showing payment on credit card statement or payment by cancelled check).
6. Original baggage receipts.
7. A copy of the student's bank or credit card statement is needed to verify payment of all reimbursable receipts.

Student Government Association does **not** prepay hotel cost, provide cash advances, or pay membership dues. **SGA will not reimburse for food.** Telephone calls, cable TV movies, laundry or any other optional room service expenses will not be reimbursed.

Anyone who fails to meet requirements and deadlines before and after travel will not receive funding by SGA and may be subject to denial of future applications for funding.

It is the sole responsibility of the student to make copies of all things submitted to SGA. Also, keep notes of whom, when and/or how you submitted documents to SGA.

Anyone wishing to file a grievance regarding travel reimbursement has 21 days to do so with the SGA Vice President, email: sgavp@uno.edu.

Student Government Association reserves the right to refuse funding to anyone.

State of Louisiana Travel Guidelines:

http://www.doa.la.gov/osp/Travel/travelpolicy/2017-2018_TravelGuide.pdf

SGA Student Academic Travel Application

Name _____

Address _____

City State Zip

Student ID Number _____ UNO Email _____

Cell _____ Emergency Contact Name/Phone _____

First Date of Conference _____ Time (am/pm) Left Home _____

End Date of Conference _____ Time (am/pm) Returned Home _____

Destination of Travel _____

Name of Conference _____

What items are you requesting for reimbursement?

- | | | |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> lodging | <input type="checkbox"/> registration | <input type="checkbox"/> personal car mileage |
| <input type="checkbox"/> airfare | <input type="checkbox"/> rental car | <input type="checkbox"/> ground transportation |
| <input type="checkbox"/> baggage fees | <input type="checkbox"/> gas receipts | <input type="checkbox"/> other: _____ |

Do you have an Approved Travel Authorization from another UNO source? _____

If yes, attach a copy. *Failure to disclose additional UNO funding could result in denial of reimbursement.*

Required Approval Signatures

To travel, you must have the approval from the applicable signatures. The signatures given below will signify as approval for student to travel.

Department Head/Organization Advisor / Chapter Advisor:

Print Name:

Signature:

College Dean/Director of Campus Activities/Greek Coordinator:

Print Name:

Signature:

I CERTIFY THAT I HAVE REVIEWED THE STUDENT ACADEMIC TRAVEL FUND RULES AND AGREE TO THE TERMS AND CONDITIONS REQUIRED FOR TRAVELFUNDING APPROVAL.

Signature _____ Date _____

To help conserve paper, please submit only pages 5–6 with your supporting documentation.
(Pages 1-4 of this document are not needed with your completed application packet.)

SGA Student Academic Travel Application

Estimated Expenses Worksheet

If the 21 days prior to the first day of the conference falls on a Saturday or Sunday, then the application is due the Friday before.

Item	Total
Paid Airfare Itinerary:	\$ _____
Estimated Lodging Cost:	<input type="checkbox"/> Please check if staying with a friend.
\$ _____ x _____ days	\$ _____
Estimated Car Storage/ Ground Transportation:	
\$ _____ x _____ days	\$ _____
Mileage:	
_____ miles x .53	\$ _____
Conference Registration Fee:	\$ _____
Graduate Assistant (only) Vehicle Rental:	\$ _____
\$ _____ x _____ days	\$ _____
Total Estimate Cost:	\$ _____

Be sure to count backwards 21 days beginning the day *before* the conference start date.

Example: If the conference begins July 1st, the last date to turn in a completed application is June 10th.

- on July 1 there are zero days until the start of the conference,
- on June 30 there is one day until the start of the conference, etc.

If the 21 days prior to the first day of the conference falls on a Saturday or Sunday, then the application is due the Friday before.