University of New Orleans
Student Government Academic Travel Fund
Application Packet
2015-2016
Student Academic Travel Rules

Pursuant with the academic travel funding guidelines set in the Student Government Code of Laws (code 500.2: Student Travel Fund), all applicants must carefully read the following SG travel guidelines that must be followed. This fund is used to be used 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

NOT

× Thesis work, internships, dissertations, exchange programs and research
× Intramural and other sporting events

➢ Completed travel requests must be submitted 30 days prior to the 1st day of the conference. All funding is reimbursement only. Student Government does not prepay any travel cost.

➢ 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 $400 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 $2,000. 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 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. Reimbursements are paid to the student traveling.
30 Days Prior to First Day of Conference

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

Read the entire packet and submit the completed application with the information below. All 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.

2. Submit details of conference from the conference website, brochure, or pamphlet, detailing: conference name, date, 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 will be needed 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 the web and driver safety certificate.

5. To be reimbursed for lodging for the trip, students must be book the hotel via the state authorized travel agency unless the conference hotel is less expensive. Submit a comparison and book the lower of the two rates. 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.

7. If another UNO department is also funding your travel, submit a copy of the approved authorization to travel with this application.

8. Signatures
   a. If travel is academic, obtain signatures from College Dean and Department Head.
   b. If travel is with a registered campus organization, obtain signatures from Organization Advisor and the Director of Student Involvement and Leadership (Dale O’Neill).
   c. If travel is with a Greek Organization, obtain signatures from Chapter Advisor and Greek Coordinator (Dale O’Neill).
   d. Your signature implies that you have read and understand the application.

All documents must be received during regular business hours:
Monday - Friday, 8:00 a.m. – 4:30 p.m.
Personal Vehicle:
- Mileage is **51 cents per mile**, not to exceed a max. of **99 miles per round trip and/or day**.
- Use UNO as the starting point in providing mileage estimates from the web.
- Submit a copy of **driver safety certificate** with application.

Rental Vehicle (available to Graduate Assistants only):
- Rent a vehicle from state rental contract with Enterprise, account number: NA1403
- Reserve by calling an Enterprise local rental branch directly (during business hours). Contact Local Account Manager at (504) 779-3326; or by calling 1-800-Rent-A-Car (24 hours/day).
- Communicate travel details to representative. 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.
- Access the state travel website at: [http://www.enterprise.com](http://www.enterprise.com)
- Personal credit card purchases of gas in rental vehicles is reimbursable.
- Any persons 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.

Airfare:
- Airfare is reimbursed only from the state authorized travel agency. Contact Shorts Travel to obtain a flight itinerary invoice.
- Flights purchased directly from airlines or other agencies (Delta, Southwest, Expedia, Travelocity, etc.) are not reimbursable, but paid itinerary is required with application.

**SHORT’S TRAVEL MANAGEMENT**

**TOLL FREE:** (888) 846-6810 • **FAX:** (319) 433-0847
**EMAIL:** state@shortstravel.com • **WEBSITE:** www.shortstravel.com

**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.**

Hotel:
- Lodging is reimbursed only from the state authorized travel agency, unless the conference hotel’s rate is less expensive than the identical hotel on Hotel Planner.
- Screen shot instructions can be found at the following link: [Hotel Planner Step By Step Instructions](http://example.com)
- The student must provide a cost comparison to verify the cost savings.
- Conference rates often include amenities not included through Hotel Planner, such as meals, parking, internet services, etc. The cost of included amenities should be taken into consideration when comparing rates. For example, Hotel Planner’s rate may be less expensive than the conference’s rate, but the conference rate may include meals, making the conference rate cost justified.
- For in-state hotels, complete the [hotel tax exemption form](http://example.com) and submit with your application. You must bring this and a copy of your approved authorization form (from our office) to the hotel to receive a tax exemption at checkout.
Only when all documentation is received 30 days prior to the first day of the conference will an authorization to travel form be issued for the student.

After Trip

To be eligible for reimbursement, all students traveling must submit the following to within ten 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 in order to receive SG Academic Travel funding. Student Government 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). If two or more persons share a room, then the person whose name is on the receipt will be reimbursed. Third party billing will not be allowed, meaning, if receipts are in the name of parents, professors, etc. reimbursement will not be provided.

4. Original receipts from taxi, parking, tolls, car rental, etc.

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 boarding passes or 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 does not prepay hotel cost, provide cash advances, or pay membership dues. SG will not reimburse for food, telephone calls, cable TV movies, laundry or any other optional room service expenses.

Anyone who fails to meet requirements before and after travel will not receive any funding by SG 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 SG. Also, keep notes of whom, when and/or how you submitted documents to SG.

Anyone wishing to file a grievance regarding travel reimbursement has 30 days to do so with the SG Treasurer.

Student Government reserves the right to refuse funding to anyone.
SG Student Academic Travel Application

Name__________________________________________________________

Address________________________________________________________

City State Zip

Student ID Number ________________ UNO Email ________________________

Day Phone __________________________ Cell Phone __________________________

Emergency Contact and Phone Number _______________________________________

First Date of Conference __________ Time Left Home ______________________

End Date of Conference ____________ Time Returned Home __________________

Destination of Travel ____________________________________________________

Name of Conference _____________________________________________________

What items are you requesting for reimbursement?

( ) lodging ( ) registration ( ) personal car mileage

( ) airfare ( ) rental car ( ) ground transportation

( ) other ____________________________________

Will you receive funding from other UNO sources? ____________

If so, from which department and how much? _____________________________

Failure to disclose additional UNO funding could result in denial of reimbursement.

Approval

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

College Dean/Organization Advisor/Chapter Advisor:

Print Name: ___________________________ Signature: ___________________________

Department Head/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 TRAVEL FUNDING 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.)
SG Student Academic Travel Application

Estimated Expenses Worksheet

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Rental:</td>
<td></td>
</tr>
<tr>
<td>$________ x _______ days</td>
<td>$________</td>
</tr>
<tr>
<td>Lodging:</td>
<td></td>
</tr>
<tr>
<td>$________ x _______ days</td>
<td>$________</td>
</tr>
<tr>
<td>□ Please check if staying with a friend.</td>
<td></td>
</tr>
<tr>
<td>Car Storage:</td>
<td></td>
</tr>
<tr>
<td>$________ x _______ days</td>
<td>$________</td>
</tr>
<tr>
<td>Mileage:</td>
<td></td>
</tr>
<tr>
<td>____________ miles x .51</td>
<td>$________</td>
</tr>
<tr>
<td>Airfare:</td>
<td>$________</td>
</tr>
<tr>
<td>Registration Fees:</td>
<td>$________</td>
</tr>
<tr>
<td>Other Expenses:</td>
<td>$________</td>
</tr>
<tr>
<td>Total Estimate Cost:</td>
<td>$________</td>
</tr>
</tbody>
</table>

Be sure to count backwards 30 days beginning the day before the conference start date. If the conference begins July 1:
• 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.

Attach Prepaid Receipts, Reservation Confirmations, etc. for each expense item