

University of New Orleans Student Government Association

Academic Travel Fund Application

2020-2021

COVID-19 Update

During this time the University has increased restrictions on travel. Students interested in traveling should email Joy Ballard (jnballa1@uno.edu) to discuss details about their trip. SGA will fund conference fees for virtual conferences to provide students with opportunities to further their educational endeavors.

Pursuant with the academic travel funding guidelines set in the Student Government Association Code of Laws (code 400.2: 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.
- Ten 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

You can complete the travel form online from the SGA Website. Additional supporting documentation can be emailed to sga@uno.edu or dropped off in person in the SGA Office (UC 236A).

Documentation Needed: (virtual conferences must submit 1-5)

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 website link**, 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. Approval
 - a. If travel is academic, obtain approval from your Department Head and College Dean.
 - b. If travel is with a registered campus organization, obtain approval from your Organization Advisor and the Director of Student Involvement and Leadership (LeeAnne Sipe x6349).
 - c. If travel is with a Greek Organization, obtain approval from Chapter Advisor and Greek Coordinator (Natalie Temple x6349).
5. 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.
6. 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.
7. 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).
8. If another UNO department is also funding your travel, submit a copy of that department's approved authorization to travel with this application.
9. Airfare:
 - a. 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.
 - b. Short's Travel Agency: TOLL FREE: (888) 846-6810 • FAX: (319) 433-0847 EMAIL: state@shortstravel.com • WEBSITE: www.shortstravel.com/la
 - c. Flights purchased directly from airlines or other agencies (Delta, Southwest, Expedia, Travelocity, etc.) are not reimbursable, but paid the itinerary is required with application.

10. Hotel:

- a. Lodging at the conference hotel is required, unless fully booked or student provides a cheaper alternative. 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.
- b. 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.
- c. AirBnB is never accepted for state travel.

11. Personal Vehicle:

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

After Trip

To be eligible for reimbursement, all students traveling must submit the following to the SGA Office in University Center Room 236A within fifteen business days upon returning from trip: (Virtual Conferences need 1 and 2)

1. One page typed report detailing the content of the trip.
2. A copy of the student's bank or credit card statement is needed to verify payment of all reimbursable receipts. **Cash payments are not reimbursed.**
3. 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.
4. 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.
5. Original receipts from taxi, Uber, Lyft, parking, tolls, metro cards, car rental, etc. with credit statement showing charges.
6. 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).
7. Original baggage 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.

Additional Notices

- 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: [https://www.doa.la.gov/osp/Travel/travelpolicy/2018-2019 TravelGuide.pdf](https://www.doa.la.gov/osp/Travel/travelpolicy/2018-2019%20TravelGuide.pdf)