

**University of New Orleans Student Government Association**  
**Academic Travel Fund Application**  
**2022-2023**

---

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. Academic Travel is NOT thesis work, internships, dissertations, exchange programs and research, intramurals, or other sporting events

- Completed travel requests must be submitted 5 weeks (35 days) before the 1st day of the conference. All funding is reimbursement only. Student Government Association 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 \$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 people 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.

## 5 Weeks 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](mailto:sga@uno.edu) or dropped off in person in the SIL Office (UC 222).

Documentation that will need to be attached/included:

1. 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. **Conference website link**, brochure, or pamphlet: must include conference name, dates, location, cost of registration, and conference hotel information.
3. Paid registration receipt along with a copy of your completed registration form. A copy of the student's bank or credit card statement is required for reimbursement after the trip.
4. Name of your staff/faculty advisor. For academic conference travel this should be your department head. For registered student organization travel this will be your on campus advisor.
5. Airfare is reimbursed only from flights purchased from Christopherson, the state authorized travel agency. Follow these steps to book your flight, and then attach your receipt to your application.
  - a. Create an account with Christopherson here: [State of Louisiana - Create Travel Profile - Christopherson Business Travel \(cbtravel.com\)](https://cbtravel.com)
  - b. Once you have an account you can select your flights.
  - c. You will select the option to pay with a credit/debit card at the end. **You cannot charge your flight to the University.**
  - d. Save your receipt and your itinerary to submit to SGA.

6. 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.

### After Trip

To be eligible for reimbursement, all students traveling must submit the following to the SIL Office in University Center Room222 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. 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 conference badge, and confirmation receipt of event registration (include copy of supporting documentation showing payment on credit card statement or payment by cancelled check).

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. **The only expenses SGA will reimburse are conference registration fees, hotel, and mode of transportation (airfare, state mileage reimbursement, bus/train)**

### **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.
- Anyone wishing to file a grievance regarding travel reimbursement has 21 days to do so with the SGA Vice President, email: [sgavp@uno.edu](mailto:sgavp@uno.edu).
- State of Louisiana Travel Guidelines: [ppm49-2022-07-01.pdf \(louisiana.gov\)](#)