USI FOUNDATION STUDENT TRAVEL GRANT
APPLICATION PACKET

Based on its impartial judgment, a committee of Student Government Association members will evaluate each application and determine whether the individual or group applying will receive funds, and if so how much. If you are applying as a group, either one person will incur all of the expenses and be reimbursed or the reimbursement will be going to the USI group’s account. All USI students are eligible to apply, according to the appropriations guidelines below. Return the completed application packet to the Dean of Students office in UCE 1229. The grant committee will meet the week following each deadline. Check the e-mail shared in the application for the exact date, time and location. It is strongly encouraged for applicants to attend this meeting. Upon action by the committee and the SGA General Assembly, a decision email will be sent to the individual or group representative, explaining whether the travel application has been approved or denied. This email will also remind you of the procedures you are to follow to claim your grant.

Application deadlines for 2012-2013 are:

* Monday September 10, 2012
* Monday, October 1, 2012
* Monday, October 15, 2012
* Monday, October 29, 2012
* Monday, November 12, 2012

* Wednesday, January 16, 2013
* Monday, February 11, 2013
* Monday, March 4, 2013
* Monday, March 25, 2013
* Monday, April 8, 2013

Appropriations Guidelines: READ THIS ENTIRE SECTION BEFORE CONTINUING

- Money will be awarded only for travel to conferences, seminars, competitions, and other education-based experiences. The intent of these travel allocations is to increase and support opportunities for student travel that will better the university and partially fund travel expenses, based on the committee’s evaluation of the goals to be accomplished through travel. Funds will not be awarded to individuals or groups whose primary purpose of travel is to recruit or promote a certain political ideological affiliation. Funds will also not be awarded to students who are receiving class credit from the trip.
- "The Student Government Association Grant Committee will review applications and use the following two factors to help aid them in assessing the amount of funding to award to each individual/organization:
  1) The financial need of the individual or organization
  2) What the individual or organization is able to bring back from the event to positively impact the entire USI community."
- There will be twelve deadlines annually. The committee will set the deadlines in September, October, November, December, January, February, March and April. Anyone requesting money for the summer must apply by the April deadline. For full consideration, applications must be submitted prior to deadlines. Each individual or group must fill out an application which includes information/brochure about the conference or event, a budget form for the trip’s expenses; a completed Application Packet, a completed Travel Authorization form signed by the Dean of Students. and travel authorization forms can be found online at www.usi.edu/busofi/Travel/forms.asp. Submit only one Travel Authorization for your trip and be sure all sources of funding are listed on that one form.
- Fraud/misinformation will be considered a violation of section 2.16 of the Student Rights and Responsibilities: A Code of Student Behavior.
- All individuals traveling under this money must abide by the Student Rights and Responsibilities: A Code of Student Behavior.
- An individual, once approved, may receive a maximum of $800 per academic year.
- Within ten days of the last day of the conference or trip, individuals must submit to the Dean of Student’s Office original receipts for trip expenses and completed student travel log and payment request forms. No Xerox copies will be accepted. Trip expenses may include transportation costs (gas or mileage), Per Diem (an allowance for meals and incidentals), lodging, parking, and other expense directly related to the travel and in accordance with Business Office policies. Reimbursements for alcohol or entertainment (shows, in-room movies, etc.) are not allowed.

NEED MORE INFORMATION? Contact SGA at sgagrantchair@gmail.com
APPLICATION FORM

All information must be completed

Name of individual and group (if applicable) applying for grant:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Account #:____________________________________

Address of individual or organization contact applying for grant:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Email address: _____________________________________

Campus Phone: ___________________________ Cell Phone: ______________________________

Event: ___________________________________________________________________________

Location: __________________________________________

Dates: ___________________________________________________________________________

Amount Requested (May not be more than $800 per person, per year): $___________

The following materials MUST BE provided for the application to be considered:

- This completed application packet
- Information/brochure about the conference or event
- Travel Authorization form signed by the Dean of Students in UCE 1229
- Proof of expenses listed on the right (i.e. MapQuest confirmation of miles, flight itinerary, program verifying cost of registration, or copy of hotel rates)

Upon signing below, it is expected that all information presented will be true and correct. Be advised that if you provide any false information, you will be in direct violation of Section 2.16 of Student Rights and Responsibilities: A Code of Student Behavior and judicial action may be taken against you. By signing below, you are also saying that you have read and understand all of the information included in this packet.

Signature of individual or organization representative requesting grant  Date
## TRAVEL BUDGET

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Estimated Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td></td>
</tr>
<tr>
<td>Transportation (only if you are personally going to incur this expense)</td>
<td></td>
</tr>
<tr>
<td>Lodging (only what this will cost you personally)</td>
<td></td>
</tr>
<tr>
<td>Parking/Tolls</td>
<td></td>
</tr>
<tr>
<td>Other (Detail each item; use an additional sheet if necessary)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES:**

**Income:**

Funds from other sources (e.g. funding from a University department, another grant, etc) that you can apply toward this trip:

________________________________________________________________________

________________________________________________________________________

Total income that you personally can apply toward this trip, excluding any possible SGA grant:

________________________________________________________________________

**Amount requested from SGA (may not exceed $800 per person):**

$__________

You are strongly encouraged to come to the grant committee meeting the week after each deadline. See the SGA website for meeting time and locations. If you are emailed with a question about your application, you are required to reply within ten days or your application will not be considered.
QUESTIONS

Answer the following questions thoroughly. The committee takes these into account when making its decision. You may attach another sheet if necessary.

1. What are the educational goals you seek to accomplish by attending this event, and how will they serve to better the USI community?

2. If you are attending as part of a group or organization, explain the benefits to be gained by the group as a whole as a result of the travel:

3. Is this trip associated with a class, and will you be receiving credit?

4. Is there any other information that you would like to share in support of your application?

For Office Use Only:
Date Received: ____/____/____
Committee Meeting: ____/____/____ Recommended Allocation: ______________
GA Vote: ____/____/____ Final Allocation: ______________
Individual contacted with results: ____/____/____
Receipts provided: ____/____/____
Funds disbursed: ____/____/____

Signature: SGA Chief Financial Officer

Revised 08/2012