Winthrop University Student Allocations

TRAVEL WORKSHEET

DOCUMENTATION REQUIRED

Please Read PRIOR to filling out Winthrop University Student Allocations Travel Worksheet

1. In order to be eligible to apply for SAC funding, student organizations must:
   i. Be officially registered with the Office of Student Activities and in good standing with the University,
   ii. Have attended a Student Allocations Training session in the current academic year
   iii. Have at least ten members in organization*

2. The MAXIMUM amount of travel allocations allowed for any single student organization is $2000 per fiscal year (July 1st - June 30th)
   i. Travel - Gas
      i. Personal Vehicles: SAC may fund mileage up to $0.25/mile based on 4-5 people per car round-trip. Round-trips must exceed 60 miles to be eligible for reimbursement.
      ii. Rental Vehicles: SAC may reimburse for gas purchased with original receipts.
      iii. Students must come to the Office of Student Activities prior to the trip to fill out travel authorization paperwork and discuss how to be reimbursed.
   ii. Travel – Air
      i. SAC may fund up to two people at $225 round-trip per person for air travel.
   iii. Car Rentals
      i. SAC may allocate up to $100 per day for a maximum of four days for each rental of a car or 7-passenger van.
      ii. Travel Authorization, Reimbursement, and Emergency Contact forms MUST be completed by the traveler(s) at least one week before the event date.
   iv. Registration
      i. SAC may fund up to $1,000 in registration costs for a student organization, or up to $250 per person in the organization, whichever is less.
   v. Lodging
      i. SAC may allocate $150 a day toward lodging for a maximum of four days.

3. Students receiving funds to attend must be enrolled the FOLLOWING semester.
4. If an organization wishes to request funds for a graduating senior, written justification must be provided for SAC to consider the request.
5. Advisors CANNOT PREPAY with department or personal funds and expect to be reimbursed with student fee money.
6. Based on the information provided in the funding packet, the SAC Administrator will determine if your organization needs an interview. If not, the organization will be notified via email by the SAC Administrator. If your organization is required to attend an interview, the SAC Administrator will schedule one with the member who filled out the SAC request packet. DO NOT send someone to the interview who is unfamiliar with the paperwork and cannot answer questions about the request(s).
   If an interview is required it will last approximately 15 minutes and provide the opportunity to
   1. justify the importance of the organization’s event to the Winthrop community, and
   2. prove that the amounts listed on the Event Worksheet are accurate and reasonable.
   At the conclusion of the Student Allocations Committee meeting, funding decisions will be made and each group will receive an email notification with additional information and instructions on receiving funds.
7. In the event that an organization has been notified that they have received funding, an organization representative MUST make an appointment with the Administrative Specialist for the Office of Student Activities in DIGS 269 to discuss how to access the funds. No funds will be allocated unless the organization has had this appointment.

*If your have fewer than 10 members, you may submit a petition for funding, but it will be up to the discretion of the Student Allocations Committee whether to fund your event.
Winthrop University Student Allocations
TRAVEL WORKSHEET

ORGANIZATION INFORMATION

Organization Name: Students Who Make Difference
Organization Contact Person: Tripp Volk
Email: Studentallocations@winthrop.edu
Phone: 123-4567

CONFERENCE INFORMATION

Conference Name: Leadership Conference in Atlanta
Conference Date(s): 8/27/14-8/30/14 Location: Atlanta
Conference Web Address: makadifference.org/conference2014 Number of Students Attending: 5

Event Description/Purpose:
- The theme is to empower students; it will offer us empowerment and skills to harness our own capabilities to bring back to our campus as better student leaders. Events include team builders, guest speakers, and a networking dinner

How does this event advance your groups mission?

- Allow us to grow as individuals and people in order to grow as leaders. This conference will teach us skills relating to leading the way, enabling others, and making a positive difference. We will be able to foster our abilities and meet other leaders from around the country.

What does this event bring back to Winthrop University’s campus and student body?

- Students that participate will bring back knowledge and experience to our campus.

Is a graduating senior attending? Yes or no? If so, please justify the benefits to campus:

No

FUNDING POLICIES: (PLEASE READ PRIOR TO SIGNING ALLOCATION REQUEST)

1. MUST BE ELIGIBLE TO APPLY FOR FUNDING.
2. SAC CAN ONLY FUND A MAXIMUM OF $2000 FOR ANY SINGLE STUDENT ORGANIZATION PER FISCAL YEAR.
3. STUDENT RECEIVING FUNDS TO ATTEND MUST BE ENROLLED THE FOLLOWING SEMESTER
4. IF AN ORGANIZATION WISHES TO REQUEST FUNDS FOR A GRADUATING SENIOR, WRITTEN JUSTIFICATION MUST BE PROVIDED FOR SAC TO CONSIDER THE REQUEST.
5. ADVISORS CANNOT PREPAY WITH DEPARTMENT OR PERSONAL FUNDS AND EXPECT TO BE REIMBURSED WITH STUDENT FEE MONEY.
6. POST-TRAVEL EVALUATION FORM MUST BE SUBMITTED TO OFFICE OF STUDENT ACTIVITIES (DIGS 269) WITHIN 30 DAYS OF TRAVEL.
7. APPROPRIATE RECEIPTS MUST BE GIVEN TO THE OSA WITHIN 5 DAYS FROM THE RETURN DATE
8. ALLOCATION REQUESTS OR QUESTIONS REGARDING TRAVEL SHOULD BE MADE TO THE SAC ADMINISTRATOR (STUDENTALLOCATIONS@WINTHROP.EDU)
9. THE COMMITTEE RESERVES THE RIGHT TO DETERMINE THE DOLLAR AMOUNT AT WHICH IT WILL APPROVE AN ALLOCATION

I HEREBY AFFIRM THAT THE ABOVE REQUIREMENTS REGARDING THIS ALLOCATION REQUEST ARE UNDERSTOOD.

ORGANIZATION REPRESENTATIVE: ___________________________ DATE: ___________
ORGANIZATION ADVISOR: _______________________________ DATE: ___________

Last Modified 9/25/2014
Winthrop University Student Allocations

**BUGET INFORMATION**

<table>
<thead>
<tr>
<th>Semester/Year:</th>
<th>Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor:</td>
<td>Pam Varraso</td>
</tr>
<tr>
<td>Phone:</td>
<td>X 4509</td>
</tr>
<tr>
<td>President:</td>
<td>Tripp Volk</td>
</tr>
<tr>
<td>Phone:</td>
<td>123-4567</td>
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<tr>
<td>Treasurer:</td>
<td>Sydney Evans</td>
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</tbody>
</table>

**Organization Type:**
- X Cultural
- Professional
- Departmental Representative
- Greek Religious
- Interest Honorary
- Residential Service/Advocacy
- Political

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**BUGET INFORMATION**

<table>
<thead>
<tr>
<th>Number of Dues-Paying Members:</th>
<th>5</th>
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<tbody>
<tr>
<td>Dues (per member/per semester):</td>
<td>4.00</td>
</tr>
<tr>
<td>Total dues collected per semester:</td>
<td>20.00</td>
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**Estimated Fundraisers**

<table>
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<tr>
<th>EXAMPLE</th>
<th>Profits</th>
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<tbody>
<tr>
<td>Donut Sale</td>
<td>$125.00</td>
</tr>
<tr>
<td>Bake Sale</td>
<td>200.00</td>
</tr>
<tr>
<td>Flower Fundraiser</td>
<td>70.00</td>
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<tr>
<td>Carwash</td>
<td>160.00</td>
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**Other Funds**

*(outside bank accounts, department funding)*

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Bank of America</td>
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</table>

**Total Accessible Funds**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>820.00</td>
</tr>
<tr>
<td>EXPENSES:</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>REGISTRATION: $250 (FEE) x 2</td>
</tr>
<tr>
<td>LODGING: $75 (PRICE PER NIGHT) x 4 (#OF NIGHTS)</td>
</tr>
<tr>
<td>GAS: 468.58 (MILEAGE) x 0.25</td>
</tr>
<tr>
<td>AIR:</td>
</tr>
<tr>
<td>CAR RENTAL:</td>
</tr>
<tr>
<td>OTHER:</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
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</tbody>
</table>

INCLUDE ANY/ALL DOCUMENTATION THAT WILL AID IN THE COMMITTEE’S DECISION OF ALLOCATION:

- AIRFARE
- MILEAGE
- ITINERARY
- RESERVATIONS
- REGISTRATION
- CAR RENTAL

APPLICATIONS WILL NOT BE CONSIDERED IF DOCUMENTATION IS MISSING

AGREEMENT TO ATTEND CONFERENCE

I hereby agree to attend the conference listed above, which is being partially funded by the Student Allocations Committee. If unforeseen circumstances lead me to be unable to attend the conference, it is my responsibility to notify the Office of Student Activities as soon as possible in hopes of canceling any plans and expenses being incurred. However, if any travel expenses are not refundable, I agree to reimburse the Student Allocations Committee up to the amount paid for my travel at the discretion of the Student Allocations Committee. This amount will be billed to my Student Account.

__________________________________________
Representative Signature

__________________________________________
Date

__________________________________________
SAC Administrator Signature

__________________________________________
Date

☐ Approved by OSA Administrative Specialist