

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 Department of Student Engagement 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 \$0.35/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 Department of Student Engagement 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 \$300 round-trip per person for air travel.
 - iii. **Car Rentals**
 - i. SAC may allocate up to \$150 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.
 - ii. Hotels are reimbursement only.
3. Students receiving funds to attend must be enrolled the **FOLLOWING** semester.
4. **SAC DOES NOT FUND** graduating seniors, parking, 15- passenger vans, retreats not used for training/planning purposes, food/drink, and faculty/staff expenses.
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 Department of Student Engagement in DIGS 269 to discuss how to access the funds. No funds will be allocated unless the organization has had this appointment.

**If you 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.*

Revised 10/10/2022

Winthrop University Student Allocations TRAVEL WORKSHEET

ORGANIZATION INFORMATION

Organization Name: _____

Organization Contact Person: _____

Email: _____

Phone: _____

CONFERENCE INFORMATION

Conference Name: _____

Conference Date(s): _____ Location: _____

Conference Web Address: _____ Number of Students Attending: _____

Event Description/Purpose:

How does this event advance your groups mission?

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

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

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 DEPARTMENT OF STUDENT ENGAGEMENT (DIGS 269) WITHIN 5 DAYS FROM THE RETURN DATE
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 FOR WHICH IT WILL APPROVE AN ALLOCATION

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

ORGANIZATION REPRESENTATIVE: _____
ORGANIZATION ADVISOR: _____

DATE: _____
DATE: _____

Winthrop University Student Allocations BUDGET INFORMATION

Semester/Year:				
Advisor:		Phone:		
President:		Phone:		
Treasurer:		Phone:		
Organization Type:	<input type="checkbox"/>	Cultural	<input type="checkbox"/>	Professional
	<input type="checkbox"/>	Departmental	<input type="checkbox"/>	Representative
	<input type="checkbox"/>	Greek	<input type="checkbox"/>	Religious
	<input type="checkbox"/>	Interest	<input type="checkbox"/>	Honorary
	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Service/Advocacy
	<input type="checkbox"/>	Political	<input type="checkbox"/>	Other:
	Number of Dues-Paying Members:			
Dues (per member/per semester):		Total dues collected per semester:		
Estimated Fundraisers		Profits		
<i>EXAMPLE: Donut Sale</i>		<i>\$125.00</i>		
Total Estimated Income				
Other Funds <i>(outside bank accounts, department funding)</i>		Amount		
Total Accessible Funds				

BUDGET INFORMATION

EXPENSES:	TOTAL COST \$:	REQUESTED COST \$:	APPROVED COST \$:
REGISTRATION:	\$ ____ (FEE) X ____	\$	\$
LODGING:	\$ ____ (PRICE PER NIGHT) X ____ (#OF NIGHTS)	\$	\$
GAS:	____(MILEAGE) X .25	\$	\$
AIR:	\$ ____ (AIRFARE)	\$	\$
CAR RENTAL:	\$ ____ (VEHICLE RENTAL)	\$	\$
OTHER:		\$	\$
TOTAL:		\$	\$

INCLUDE ALL DOCUMENTATION BELOW THAT IS APPLICABLE AND WILL AID IN THE COMMITTEE'S DECISION OF ALLOCATION:

- AIRFARE
- MILEAGE
- ITINERARY/PROGRAM OF CONFERENCE
- 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 Department of Student Engagement 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 DSE Administrative Specialist

Revised:
10/10/2022