PURPOSE:
The Student Organization Travel Fund (SOTF) is for registered student organizations that have a need to travel off-campus to regional, state, or national organizational events, competitions, training, etc. to represent the University of Tennessee. The organization's travel should be within the scope of the organization’s mission and purpose. Travel should also compliment the mission of the university and increase the effectiveness of the organization. The SOTF is funded by the Student Program and Services Fee.

STUDENT ORGANIZATION TRAVEL FUND ADVISORY COMMITTEE:
The Student Organization Travel Fund Advisory Committee (SOTFAC) is made up of a chairperson appointed by the Vice Chancellor of Student Life, Center for Student Engagement staff member(s), appointed undergraduate/graduate student(s), a representative of the Organization Resource Group (ORG), and a representative from the Student Government Association (SGA).

COVID-19:
Currently there are no current travel restrictions within and outside of the state of TN; however, please be aware that due to the uncertainty of COVID-19 (Coronavirus), funding may be withdrawn and/or travel restrictions may be reinstated at any time. If COVID-19 travel restrictions are reinstated, the SOTF criteria and timeline will be revised and affected organizations will be contacted as soon as possible. Please check UT COVID-19 and the CSE SOTF Info for the most up to date information.

REQUIREMENTS FOR ELIGIBILITY:
- Organizations must submit a Student Organization Travel Fund Request on VOLink. Included in the SOTF application is the CSE Fall 2020 Coronavirus Travel Guidelines and Checklist.
- Attendees must be active members of the organization and listed as members on the VOLink roster.
- Application should be submitted no later than 20 days in advance of travel/day of departure. Organizations are encouraged to submit their applications as early in advance of travel as possible.
- Application should be submitted, in full, including a list of students traveling, detailed budget, and general travel/event information.
- 2 or more students must be traveling on behalf of the organization.
- Organization must understand that all covered travel expenses will be reimbursed after the event.

Applications should be submitted for events within this fiscal year. Event should occur BEFORE June 30, 2021.

APPLICATION DEADLINES:
- Application Submitted:
  - Wednesday, January 20
  - Wednesday, January 27
  - Wednesday, February 10
  - Wednesday, February 24
  - Wednesday, March 10
  - Wednesday, March 24
  - Wednesday, April 7
  - Wednesday, April 21

- Notification By:
  - Friday, January 29
  - Friday, February 4
  - Friday, February 19
  - Friday, March 5
  - Friday, March 19
  - Thursday, April 1
  - Friday, April 16
  - Monday, April 30

WHEN EVALUATING SOTF REQUESTS, THE FOLLOWING CRITERIA WILL BE USED:
1.) Whether, and to what degree, the travel will advance the University's educational mission by promoting student satisfaction, and retention and/or by promoting the intellectual, physical, emotional, social, cultural, or leadership development of students.
2.) The clarity of the funding request.
3.) The amount of the funding request.
4.) Whether, and to what degree, the funding request demonstrates that the registered student organization has been diligent in determining the anticipated costs of the program.
5.) Whether, and to what degree, the funding request is fiscally responsible.
6.) If applicable, how effectively and efficiently the student organization used funds in the past.
7.) Whether and to what degree, the travel is relevant to the organization’s constitution on file with the University.
8.) Whether or not the organization has attended such events, competitions, and if so, what funding sources were utilized.
9.) Whether, and to what degree, the student organization has access to other sources of funding. Organizations that do not have access to funding from other campus departments or programs will receive priority.
10.) The viewpoint of the Registered Student Organization (RSO) or the travel request shall not be considered by the Student Organization Travel Fund Allocation Committee (SOTFAC) when making a funding decision.

Questions? sotf@utk.edu 
https://tiny.utk.edu/studentorqtravelinfo 
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WHAT THE SOTF CAN COVER/REIMBURSE:

- Registration fees
- Lodging at Hotel, Retreat Center, or other contracted overnight site.
- For travel within TN, approved/reimbursable lodging rates: https://finance.tennessee.edu/travel/preferred-hotels/hotel-rate-information/
- Approved/reimbursable hotel rates out of state, within the continental United States (CONUS), as determined by U.S. General Services Administration: https://www.gsa.gov/travel/plan-book/per-diem-rates
- Organizations should attempt to receive a government rate for lodging (CONUS link above). Higher rates for lodging at the location of a competition, conference, etc. will be allowed up to the amount shown in the event brochure or conference hotel reservation form, if the brochure is submitted with reimbursement receipts.
- Personal vehicle travel, reimbursed by the state rate
  - Standard Mileage Rate is $0.47 per mile
  - Mileage will be calculated from the Student Union (1502 West Cumberland Avenue) to the Event Destination, round trip.
- Fleet Management vehicle rental and mileage
  - Fleet Management Rental Rates
  - UT Vehicle Use Policy F10725
  - To estimate gas cost, use the AAA gas cost calculator
- Parking
- Charter or Bus travel

WHAT THE SOTF CAN NOT COVER/REIMBURSE:

- Registration costs that include membership fees
- Airline tickets
- Registration costs that are all-inclusive of transportation, lodging, and meals
- International Travel
- Travel with a primary focus on service and charitable causes
- Meals- per diem or itemized
- Travel that is primarily social in nature, rather than educational, and that is not within the scope of the organization's mission and purpose
- Travel for individual students and/or those not affiliated with a student organization. Individual students should consider applying for the W. Timothy Rogers Student Leadership Fund
- Travel incorporated into and/or required for an academic course, for academic instructional activities, or to receive course credits from any educational institution.
- Travel for advisory services or consulting
- Operating costs such as organization retreats, planning meetings or teambuilding events
- Travel for less than 2 student organization members
- Travel insurance, Travel agency and/or booking fees
- Events that take place after a student’s official graduation from the university
- Phone or internet usage fees
- Travel for producing revenue (ex. travel for the purpose of selling merchandise)
- Toll road fees
- Travel for political candidates at local, state, and national levels
- Traffic tickets
- Travel for lobbying, advocacy, and/or partisan political activities
- Cost of an organization’s staff or faculty advisor’s travel/attendance
- Travel for Sports Clubs registered with RecSports
- Loss, damage, injury, or other consequences resulting to any participant or their property
- Damage or injuries from use of personal vehicle
- Unreported damage of Fleet Management vehicles
  - Accident reporting process/policy
  - State of Tennessee Imposes Fees for Accidents Not Reported Through the State
- Travel for Sports Clubs registered with RecSports

IMPORTANT: If conference, competition, event, etc. will be held virtually, registration fees for such will be considered

IMPORTANT: Student organization travel does NOT constitute an excused absence from class; students are responsible for discussing travel with instructors and, if excused, planning for any work that may be missed.

FOLLOWING THE SOTFAC MEETING AND APPLICATION REVIEW:

1.) Notification of decision will be sent to the student organization within 5 business days of the committee meeting
2.) Once funds are granted, the primary student contact will receive notification and should schedule a meeting must meet with the Student Organization Travel Fund manager to discuss the SOTF allocation procedures and requested travel documentation and due to COVID, the Risk Management Check List for Off-Campus Experiences

FOLLOWING COMPLETION OF TRAVEL: **Failure to complete requested post trip report will result in the organization's ineligibility for future SOTF allocations**

1.) No later than 10 business days after the date of return from the trip the student organization or individual must turn in a detailed post event budget (format provided), as well as detailed/itemized receipts (scanned) of all expenses, finalized lists names of students who went on the trip, and any other relevant follow-up information.
2.) Within 15 business days, complete and submit an evaluation, post trip report of the conference/event