

STUDENT ORGANIZATION TRAVEL FUND ALLOCATION PROCEDURES – SPRING 2021

After the SOTFAC meeting, student organizations will be notified of their application's status (approval, denial, and/or request for more information) via VOLink.

STEPS AFTER APPROVAL:

1.)	Primary student contact for trip should schedule meeting with SOTF Administrator, Kerri Lovegrove at http://tiny.utk.edu/SOTFmeeting . Meeting should occur no less than 10 business days after your allocation notification AND/OR no less than 5 business days prior to trip's departure. Failure to schedule could result in forfeit of allocation.	
2.)	During meeting, if eligible and have selected to utilize Fleet Management, you will reserve vehicle via Fleet Management website with SOTF Billing Account (# only given in meeting); please add sotf@utk.edu to the "additional notification emails" when reserving. If vehicle already reserved, prior to receiving SOTF allocation, forward copy of confirmation to sotf@utk.edu so that the reservation Billing Account # can be changed to SOTF.	
3.)	<p>If individual students need to be reimbursed:</p> <ul style="list-style-type: none"> Primary student contact for trip should distribute SOTF Pre-Trip Traveler Form to ALL student organization members who will need to be REIMBURSED (<i>fillable form-> individuals will need to download, open, fill out, and save</i>). After completing the form, due to the Personally Identifiable Information on it, each traveler should submit their COMPLETED SOTF Pre-Trip Traveler via https://vault.utk.edu to sotf@utk.edu 	<p>If a student organization's OFF CAMPUS checking account will need to be reimbursed:</p> <ul style="list-style-type: none"> Please email sotf@utk.edu indicating your organization will be paying with an off campus checking account (in the organization's name), including the following information: <ul style="list-style-type: none"> Organization Name: Treasurer's Name: Treasurer's Email: An invitation will be sent via the UT's PaymentWorks, with steps to complete in order to set up the organization as a Vendor with UT Primary student contact for trip ONLY should complete the SOTF Pre-Trip Traveler Form (<i>fillable form-> individuals will need to download, open, fill out, and save</i>). After completing the form, due to the Personally Identifiable Information on it, the Primary student contact should submit their COMPLETED SOTF Pre-Trip Traveler via https://vault.utk.edu to sotf@utk.edu
4.)	If organization is also receiving funding/ a contribution (for any aspect of their travel) from another UT department, please email sotf@utk.edu , with the following information: <ul style="list-style-type: none"> Name of Department Department Contact Department Contact Email Funding for/ Amount of contribution 	
5.)	Primary student contact for trip should distribute SOTF Waivers to every student in the organization who will be traveling. Collect waivers. OR if preferred, link can be sent and waivers can be completed digitally via https://form.iotform.com/202824996988074	
6.)	As soon as possible, but no later than 5 BUSINESS days of departure, primary student contact should email/ submit to sotf@utk.edu * <p>Finalized Itinerary Finalized Roster Signed Waivers for all going on trip (scanned) and/or Confirm that all waivers have been completed digitally. Confirm that all COMPLETED SOTF Pre-Trip Traveler Forms have been submitted via https://vault.utk.edu/ to sotf@utk.edu</p>	

- Only primary student contact for trip should submit all paperwork, unless otherwise noted

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STEPS UPON RETURN:

1.)	<p><u>Within 10 BUSINESS days</u>, primary student contact should complete via VOLink, Post Trip Report, which also includes a post trip report AND the reimbursement/ receipt submission process.</p> <p>Only those who have completed the SOTF Pre-Trip Traveler Forms are eligible for reimbursement. All receipts must be <u>OFFICIAL</u> and have the name of the payer/individual requesting reimbursement's name on it.</p> <p>Only the individual listed on the receipt as the payer can be reimbursed.</p> <p>Screenshots of emails, etc. from smart phones will <u>NOT</u> be accepted as they often do not include all the necessary information (ex: payer, payee name, etc.)</p> <p>Venmo purchases/ charges cannot be reimbursed without additional documentation/ receipt from the event sponsor.</p> <p>Receipts must be scanned and, if from a website or email, should be converted to a PDF file.</p> <p>Receipt types:</p> <ul style="list-style-type: none">▪ <u>Lodging</u>: An original receipt is required and must include the address of the hotel, the name of the individual occupying the room, the daily room charge, applicable tax, total charges, name of payee, and proof of payment. Lodging costs are reimbursable at Conference or CONUS rate. <i>*IMPORTANT: If others also occupied the room, please also submit a list of all room occupants</i>▪ <u>Registration Fees</u>: An original receipt and completed copy of the registration form provided by the conference sponsor are required for all registration fee payments, regardless of the amount. Acceptable registration receipts must clearly document the form of payment used for the expense as well as the name of the payee.▪ <u>INVOICE to SOTE</u>: Invoice to SOTF (ONLY if the student organization's off campus account, not an individual, is being reimbursed. Example invoice can be provided. If example need, please email sotf@utk.edu▪ No receipts needed for Fleet Management vehicles (direct billed) or for personal mileage▪ If you should have any questions about if a receipt is acceptable/ includes all necessary information, please contact sotf@utk.edu
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