

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

<p>1.)</p>	<p>SCHEDULE MEETING-</p> <p>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.</p>
<p>2.)</p>	<p>DURING MEETING -</p> <p>Primary student contact should bring:</p> <ul style="list-style-type: none"> • Updated Traveler roster with email addresses. • Updated travel itinerary. <p>During meeting, the SOTF allocation process will be outlined/ discussed, which includes:</p> <ol style="list-style-type: none"> 1. SOTF Traveler Checklist and Forms 2. Methods of payment/ Reimbursement process 3. Co-sponsorships (if applicable) 4. Fleet Management reservation process (if applicable) <ul style="list-style-type: none"> ○ If not already, during meeting student will reserve Fleet Management website with SOTF Billing Account (# only given in meeting); For "Additional notification emails", sotf@utk.edu will need to be added. ○ If vehicle already reserved via a different account number, please forward copy of confirmation to sotf@utk.edu so that the reservation Billing Account # can be changed to SOTF.
<p>3.)</p>	<p>AFTER MEETING-</p> <ol style="list-style-type: none"> 1. All travelers from student organization will be sent an email via DocuSign with the <i>Student Organization Travel Fund Checklist and Forms</i> 2. Forms include- <ul style="list-style-type: none"> • Pre-Traveler Information sheet • Release, Assumption of Risk, and Hold Harmless Agreement • UT Travel Concur Instructions • Personal Vehicle Policy and Agreement • Acknowledgement of Operation of University Vehicles • Information about reimbursement process/ receipts
<p>4.)</p>	<p>IF APPLICABLE-</p> <p>If a student organization's <u>OFF CAMPUS</u> 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
<p>5.)</p>	<p>PRIOR TO DEPARTURE (at least 5 business days)-</p> <ul style="list-style-type: none"> • Primary student contact should confirm the requested information has been submitted and that all travelers have completed the <i>SOTF Traveler Checklist and Forms</i>

UPON RETURN (within least 10 business days)-

Primary student contact should complete via VOLink, [Post Trip Report \(http://tiny.utk.edu/SOTFPostEventReport\)](http://tiny.utk.edu/SOTFPostEventReport) which also includes a post trip report AND the reimbursement/ receipt submission process.

If you should have any questions about if a receipt is acceptable/ includes all necessary information, please contact sotf@utk.edu

RECEIPTS	<p>a. Receipts are required for all expenses exceeding \$10 and they MUST</p> <ul style="list-style-type: none"> • OFFICIALLY issued by the vendor, • Have the name of the payer/ individual requesting reimbursement's name on it • be legible, • include the amount, • include the date of purchase, and • include DETAILS of the charges. <p>b. Only those who have completed the SOTF Pre-Trip Traveler Forms are eligible for reimbursement.</p> <p>c. Receipts must be scanned and, if from a website or email, should be converted to a PDF file.</p> <p>d. Venmo purchases/ charges cannot be reimbursed without additional documentation/ receipt from the event sponsor.</p> <p>e. Please avoid screenshots from phones of emailed receipts or website confirmations, as they often do not include all the necessary information (ex: payer, payee name, etc.). If receipt is in form of an email or website confirmation, please print out FULL email and scan OR convert to a PDF. Emails should show name of sender, name of recipient, etc.</p>
NON-CONFERENCE LODGING	<p>a. Lodging expenses will be reimbursed subject to the maximum amounts shown in The U.S. General Services Administration's Per Diem Rates (CONUS - https://www.gsa.gov/travel/plan-book/per-diem-rates; rate is per person) or the negotiated rate with a University Preferred Hotel (https://finance.tennessee.edu/hotel-rate-information). Receipts are required and must include the:</p> <ul style="list-style-type: none"> • address of the hotel • name of the individual occupying the room. • daily room charge • applicable tax • total charges. <p>b. Short-term rentals from services such as Airbnb, Vacation Rental by Owner and others are allowable if the cleaning fees, service fees and other charges do not exceed the applicable CONUS rate. The student traveler is responsible for any charges related to damages incurred during their stay.</p>
CONFERENCE LODGING	<p>a. Student travelers attending a conference, seminar, or group meeting where a block of rooms has been negotiated will be reimbursed for room and tax at the conference or group rate. A conference brochure/agenda or other documentation must be attached to the reimbursement request and contain the name of the designated conference and/or overflow hotel(s) and the applicable room rates. The absence of the room rate in the conference brochure/agenda will limit the reimbursement to the CONUS rate.</p> <p>b. In the event the student traveler lodged in a hotel of their choice, the amount of the reimbursement will be limited to the rate of the conference hotel, documented by conference literature. As long as the lodging rate is equal to or less than the conference hotel rate, the reimbursement request does not need to be treated as an exception. In the event the conference materials do not contain a conference-lodging rate, CONUS/OCONUS rates will be applicable.</p>
REGISTRATION FEES	<p>a. Paid by and Reimbursed to the Student traveler.</p> <ul style="list-style-type: none"> • Student travelers may pay registration fees with personal funds either in advance or at the conference site. • For reimbursement, the student traveler must submit a itemized receipt for the registration to the Travel Expense Report. • The student traveler will not be reimbursed prior to the trip.
INVOICE to SOTF	<ul style="list-style-type: none"> • Invoice to SOTF (ONLY if the student organizations off campus account, not an individual, is being reimbursed). Example invoice can be provided. If example need, please email sotf@utk.edu
FLEET MANAGEMENT/ PERSONAL MILEAGE	<p>a. No receipts needed for Fleet Management vehicles (direct billed) or for personal mileage.</p> <p>b. No receipts are needed for personal mileage. Please use the Student Union, 1502 Cumberland Avenue; Knoxville, TN 37996 as the starting point when determining mileage for reimbursement</p>