Student Organization Travel Fund – Fall 2022

THE UNIVERSITY OF TENNESSEE KNOXVILLE

CENTER FOR STUDENT ENGAGEMENT

http://go.utk.edu/travelfund

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 Fees.

STUDENT ORGANIZATION TRAVEL FUND ADVISORY COMMITTEE

The Student Organization Travel Fund Advisory Committee (SOTFAC) is made up of appointed undergraduate/ graduate student(s), Center for Student Engagement staff member(s), Engagement Ambassador(s), and a representative from the Student Government Association (SGA).

TRAVEL UPDATES:

Currently are no current travel restrictions within and outside of the state of TN; however, please be aware that funding may be withdrawn and/or travel restrictions may be reinstated at any time. If travel restrictions are reinstated by the CDC or the University, the SOTF criteria and timeline will be revised, and affected organizations will be contacted as soon as possible. To stay up to date, check US Department of State Travel Warnings, CDC COVID-19 travel health notices, and CDC non-COVID-19 travel health notices.

REQUIREMENTS FOR ELIGIBILITY:

Organizations must submit a Student Organization Travel Fund Request on VOLink- https://tiny.utk.edu/SOTFVOLinkForm	Organizations must be Registered Student Organizations (RSOs) in good standing, and all information up to date on VOLink
Attendees must be active members of the organization and listed as members on the VOLink roster	Those eligible for reimbursement from the Student Organization Travel Fund must be students (undergraduate, graduate, and/or professional) enrolled at the University of Tennessee, Knoxville with fees that include the Student Program and Services Fee (SPSF).
Organizations are encouraged to submit applications as early as possible (for events that occur prior to June 15th, 2023), BUT notification of funding should be received by organization **at least 7 prior to trip's departure**	Applications should be submitted for events within this fiscal year. Event should occur BEFORE June 15, 2023
Application should be submitted, in full, including a list of students traveling, detailed budget, and general travel/ event information	Applications should be submitted by a student, NOT staff, faculty member and/or the student organization advisor.
2 or more students must be traveling on behalf of the organization	If organization received past SOTF allocation, policies and procedures were followed, and the post trip report was completed.
IMPORTANT: Organization must understand that most travel expenses will be reimbursed _after_ the event. Exceptions include: 1.) fleet management vehicles, which will be direct billed; and 2.) _some_ registration fees and lodging, pending the event organizers payment process, and, if prior to payment, travel requests are approved and all requested documentation is submitted in a timely manner.	_PLEASE NOTE: Submission of request does not guarantee funding allocation approval/ disbursement. Do not assume funding will be granted until notified by the Student Organization Travel Fund Advisory Committee_

TIMELINE:

Organizations are encouraged to submit applications as early as possible (ex: requests for Spring '23 travel may be submitted during Fall '22, etc.). In order to allow for proper processing of trip, **approval of funding request should be received organization via VOLink at least 7 days prior to trip's departure.**

Application Deadline/ Submitted By	Decision Notification Sent	Trip Should **NOT** Depart Prior To
Wednesday, August 24th	Friday, September 2nd	_Friday, September 9th_
Wednesday, September 9th	Friday, September 16th	_Friday, September 23rd_
Wednesday, September 21st	Friday, September 30th	_Friday, October 8th_
Wednesday, October 5th	Friday, October 14th	_Friday, October 21st_
Wednesday, October 19th	Friday, October 28th	_Friday, November 4th_
Wednesday, November 2nd	Friday, November 11th	_Friday, November 18th_
Wednesday, November 9th	Friday, November 18th	_Friday, November 25th_
Tuesday, November 22nd	Friday, December 2nd	_Friday, December 9th_
Additional submission dates to be posted closer to start of Spring 2023 semester..		

PLEASE NOTE:
- SOTF applications for trips that _depart less than 7 days after notification funding_ approval are not eligible for consideration.
- SOTF applications submitted after trip departure or POST Trip are not eligible for consideration, as trips cannot be approved retroactively.

WHEN EVALUATING SOTF REQUESTS, IN ADDITION TO ELIGIBILITY AND FUNDING CRITERIA, THE FOLLOWING 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) If applicable if student organization followed all policies and procedures in prior use of funds.
8) Whether and to what degree, the travel is relevant to the organization's constitution on file with the University.
9) Whether or not the organization has attended such events, competitions, and if so, what funding sources were utilized.
10) 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.
11) 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.

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WHAT THE SOTF CAN COVER/ REIMBURSE:

Registration fees for in person or virtual events	Lodging at Hotel, Retreat Center, or another contracted overnight site. ▪ For travel within TN, approved/ reimbursable lodging rates: https://finance.tennessee.edu/travel/preferred- hotels/hotel-rate- information/
Personal vehicle travel, reimbursed by the state rate. • Standard Mileage Rate is $ 0.625 per mile • Mileage will be calculated from the Student Union (1502 West Cumberland Avenue) to the Event Destination, one way or round trip	▪ Approved/ reimbursable hotel rates (per traveler), 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
Fleet Management vehicle rental and mileage ▪ Fleet Management Rental Rates ▪ UT Fleet Management Use Policy ▪ To estimate gas cost, use the AAA Gas Cost Calculator or Mapquest Route Planner	▪ 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.
Parking	
Charter, Rental Car, Rideshare, or Bus travel	

WHAT THE SOTF CAN **NOT** COVER/ REIMBURSE:

Registration fees that include annual membership fees and/or added optional events or outings	Airline tickets
Registration costs that are all-inclusive of air transportation, lodging, and meals	International Travel, including any associated travel that occurs prior to international departure
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 with a *primary* focus on personal job or internship searches
Travel for advisory services or consulting	Operating costs such as organization *internal* retreats, weekend getaways, 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 campaigns of political candidates at local, state, and national levels	Traffic tickets
Travel for lobbying, advocacy, and/or partisan political activities	Cost of non-student and/or 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 or penalties (late return, etc.) from use of Fleet Management vehicles ▪ Accident reporting process/ policy ▪ State of Tennessee Imposes Fees for Accidents Not Reported

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 by the dates indicated on the SOTF Application Timeline.
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 Administrator to discuss the SOTF allocation procedures and requested travel documentation

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 15 business days after the date of return from the trip, the student organization trip leader should submit the Post Event Report and submit all requested receipts and documentation via VOLink - http://tiny.utk.edu/SOTFPostEventReport.
2. A Travel Expense Report within UT's Travel system, Concur, is required for each student traveler who is requesting reimbursement. Once all receipts and necessary documentation are submitted, the SOTF Admin will prepare each Travel Expense Report. After submission of the reports within Concur, Accounts/Payable will review and process within 10-14 business days.