

Student Organization Travel Fund Application OUTLINE - Spring 2021

- Application via VOLINK → <https://tiny.utk.edu/SOTFapplication>
- 2022 Spring - Student Organization Travel Fund Guidelines and Criteria → <https://tiny.utk.edu/SOTFcriteria>
- **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, 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).
- **TRAVEL UPDATES:** Currently 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of the state of TN; however, please be aware that due to the uncertainty of COVID-19 (Coronavirus), funding may be withdrawn and/or travel restrictions may be reinstated at any time.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 travel restrictions are reinstated by the CDC or 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.
- **I have reviewed the 2022 Spring - Student Organization Travel Fund Guidelines and Criteria ***
 - Select - Yes, No
- **The Student Organization Travel Fund is made up for funding from the Student Programs and Services Fee.** As it is funded by SPSF, the SOTF can only provide allocations to students currently enrolled on the UT, Knoxville campus. Before proceeding with the application, please verify that you are a currently enrolled STUDENT. Applications submitted by faculty or staff advisors will NOT be reviewed. *
 - Select - Yes, No
- **Important Note:** Sports Clubs registered with RecSports are NOT eligible for an allocation via the Student Organization Travel Fund (which is funded by Student Programs and Services Fees). Sports Clubs have SPSF funding opportunities via the Sport Clubs allocation process (the "Points" system, see the Sport Clubs Handbook for more information). My organization is: *
 - Select - Not a Sports Club, Sports Club (not eligible for the SOTF)

GENERAL INFORMATION

- **Student Organization Requesting Funding: ***
- **Name of Event: ***
- **If available, please provide the website for the event the organization is requesting funding for:**
- **Type of Event (choose what best describes event): *** Select - Competition, Conference, Training, Meeting, Organizational Event, Other
- **Destination - City, State (if virtual, please indicate) ***
- **Departure Date: ***
- **Return Date: ***

- **Timeline of Application Submission and Travel [UPDATE]:** Organizations are encouraged to submit applications as early as possible (for any events that occur prior to June 30th, 2022), BUT notification of funding should be received by organization at least 7 prior to trip's departure: [NOTE: Priority is given to applications submitted within the established timelines. Consideration of late submissions is VERY limited, due to the post allocation and administrative process that must be completed prior to departure.
- **For which application deadline is this being submitted? ***

For trip that departs PRIOR to:	APPLICATION DEADLINE:	Allocation Notification By:
Friday, January 28 th	Wednesday, January 12 th	Friday, January 21 st
Friday, February 4 th	Wednesday, January 19 th	Friday, January 28 th
Friday, February 18 th	Wednesday, February 2 nd	Friday, February 11 th
Friday, March 4 th	Wednesday, February 16 th	Friday, February 25 th
Friday, March 18 th	Wednesday, March 2 nd	Friday, March 11 th
Monday, April 4 th	Monday, March 21 st	Monday, March 28 th
Friday, April 15 th	Wednesday, March 30 th	Friday, April 8 th
Friday, April 29 th	Wednesday, April 13 th	Friday, April 22 nd
Friday, May 13 th	Wednesday, April 27 th	Friday, May 6 th

- **Will notification of funding be received at please 7 days prior to departure?** Please indicate Yes or No. If answer is no, please explain. *
- **How many students total are estimated to travel? ***
- **Primary Student Contact for this application:** * Name, UTK Email, Phone Number, Role in Organization
- **Secondary Student Contact:** * Checkboxes - Name, UTK Email, Role In Organization
- **Student Organization Staff/Faculty Advisor:** * Checkboxes - Name, UTK Email, Is advisor aware of this application?
- **ACKNOWLEDGEMENT:** Those traveling and those eligible for reimbursement from the Student Organization Travel Fund must be students (undergraduate, graduate, and/or professional) CURRENTLY enrolled at the University of Tennessee, Knoxville with fees that include the Student Program and Services Fee (SPSF). * Select - Yes , No

TRAVEL PURPOSE AND BENEFIT

- **Describe the trip funding is requested for, including its purpose and audience. ***
 - **The purpose of the Student Organization Travel Fund is "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." How does this trip fulfill the overall purpose of the Student Organization Travel Fund? ***
 - **How will this trip represent the UT Knoxville campus community? ***
 - **How does this trip align with the mission of your organization that's stated in your constitution on file within the Center for Student Engagement? ***
 - **How are students in the organization selected to attend? ***
 - **Has the organization attended this event, competition, etc., in the past? *** Select - Yes , No, Unsure
 - **If yes to previous question, what were the sources of funding for previous travel?**
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BUDGET AND TOTAL REQUEST

- **Travel costs that are ELIGIBLE for funding from the Student Organization Travel Fund include:**
 - Lodging; Registration Fees; Fleet Management Vehicle Usage; and Gas Mileage on a Personal Vehicle Other; Parking; Charter Instructions
- **Travel cost that are NOT eligible for funding from the Student Organization Travel Fund include:**
 - Registration fees that include annual membership fees/ dues; Registration fees that are inclusive of transportation, lodging, and meals; Registration fees that include optional, non conference related, social outings, etc.; Airline Costs and Fees; Toll Fees Booking Agency Fees; Meals - per diem or actual
- **Please use the following sheet to estimate/ calculate travel costs that are being requested.** You will need to save the document to your computer, complete, and after completion, save and upload the sheet to this application and include requested totals in questions below tiny.utk.edu/SOTFBudget. *NOTE: this is a NEW required addition to the SOTF application in Spring 2022*
- **Upload completed - 2022 Spring - SOTF Travel Cost Estimation - tiny.utk.edu/SOTFBudget ***
- **Requesting LODGING COSTS? *** Select - Yes - Lodging, No - Lodging
- **If known, name and address of lodging location:**
- **Are the lodging cost at a conference rate that has been secured by the official event organizers?** Select - Yes , No, Unsure
- **If lodging is NOT at a conference rate, please indicate that you understand that lodging costs cannot be reimbursed and/or paid above CONUS rates-** <https://www.gsa.gov/travel/plan-book/per-diem-rates> (lodging rate per person): Select - Yes, No
- **Number of students per room?**
- **If known, how will lodging initially be reserved/ paid, and, if applicable, who will need to be reimbursed?**
- **Any additional information regarding lodging request that may be helpful for the SOTF Advisory Committee to know?**
- **Lodging - Total Amount of Request from SOTF:**
- **Requesting REGISTRATION FEES?** Select - Yes - Registration Fees, No - Registration Fees
- **If known, link to information regarding registration fees costs:**
- **For how many students is this application requesting registration fees?**
- **If know, how will registration fees initially be reserved/ paid, and who will need to be reimbursed?**
- **Any additional information regarding registration fee request that may be helpful for the SOTF Advisory Committee to know?**
- **Registration - Total Amount Requested from SOTF:**
- **Requesting PERSONAL MILEAGE? *** Select - Yes - Personal Mileage, No - Personal Mileage
- **Number of students requesting reimbursement of personal mileage?**
- **Number of students riding in each personal vehicle?**
- **Any additional information regarding personal mileage reimbursement request that may be helpful for the SOTF Advisory Committee to know?**

- **Personal Mileage - Total Amount Requested from SOTF:**
- **Requesting FLEET MANAGEMENT VEHICLE? *** Select - Yes - Fleet Management, No - Fleet Management
- **Number of Fleet Management vehicles requested?**
- **Number of students riding in each Fleet Management vehicle?**
- **If applicable/ known, list student organization member(s) who will be driving UTK Fleet Management Vehicle** (IMPORTANT- Who may drive a UT vehicle? Any “authorized driver” as defined by fiscal policy who registered with the University of Tennessee IRIS system and possessing a valid driver’s license. For more info see fiscal policy 0725):
- **Any additional information regarding Fleet Management vehicle request that may be helpful for the SOTF Advisory Committee to know?**
- **Fleet Management - Total Amount Requested from SOTF:**
- **Requesting OTHER costs?** NOTE: Other costs include: parking (if not included with lodging), non UT rental car fees, charter transportation, and rideshare/taxi costs. Other costs do NOT include cost of airfare, toll fees, booking/ travel agency fees, or meals * Select - Yes - Other Costs, No - Other Costs
- **Explanation of other costs being requested. If more than one, please include a description and cost of each.**
- **Other - Total Amount of Request from SOTF:**
- **OVERALL TOTAL Amount requested from the SOTF? ***

ADDITIONAL SOTF SUBMISSION INFORMATION:

- **I understand that the cost of staff/ faculty advisor's lodging, registration, mileage, parking, etc, is NOT eligible for payment or reimbursement from the Student Organization Travel Fund *** Select - Yes , No
 - **Would the organization still be able to travel if an allocation from the Student Organization Travel Fund is not received? *** Select - Yes, No
 - **If yes, please explain how the trip would be funded?**
 - **Are there any other UT Departments and/or outside entities sponsoring or providing money for any aspect of this trip? *** Select - Yes, No, Unsure/ Still working on
 - **If additional funding has been secured, sponsor details:** Checkboxes - Name of Co-Sponsoring Organization or Department:, Co-Sponsor Contact Person:, Co-Sponsor Email Address:, Co-Sponsor Amount of Contribution:, Co-Sponsor Confirmed or Pending?, Co-Sponsor Contribution to be used for? (ex: 2 hotel rooms, etc):
 - **Any additional information regarding co-sponsorship opportunities that may be helpful for the SOTF Advisory Committee to know?**
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SOTF UPLOADS

- **Upload Proposed or Official Itinerary:** Save and upload completed file as "2022 Spring - SOTF - Student Organization Name - Itinerary" - (ex: 2022 Spring - SOTF - Chess Club - Itinerary) If travel not associated with a specific event or conference, please also provide confirmation/ documentation of travel (ex: confirmation with site for visit, etc.) Personal/ extra days of travel (ex: extra day for site seeing, etc.), will NOT be approved If uploading an itinerary created by your student organization (meaning, not one created by the event organizers or accessed from event website), PLEASE include the Name of the Organization, Name of Event, Destination, and Dates of Travel in the document. *
- **Upload Roster:** Roster of all students tentatively participating in trip. Template below is REQUIRED format. Please download template, fill out, and upload to this application: <https://tiny.utk.edu/SOTFroster> Save and upload completed file as "2022 Spring - SOTF - Student Organization Name - Roster" (ex: 2022 Spring - SOTF - Chess Club - Roster) *
- **Are ALL students listed on the roster are currently enrolled at the University of Tennessee, Knoxville?** * Select - Yes , No
- **1.) OPTIONAL UPLOAD:** Any supplemental information or additional documentation that may be helpful for the SOTF Allocation Committee's review of your organization's application
- **2.) OPTIONAL UPLOAD:** Any supplemental information or additional documentation that may be helpful for the SOTF Allocation Committee's review of your organization's application
- **3.) OPTIONAL UPLOAD:** Any supplemental information or additional documentation that may be helpful for the SOTF Allocation Committee's review of your organization's application:

SUBMISSION ACKNOWLEDGEMENT

- **ACKNOWLEDGEMENT-** Please INITIAL to indicate that you are aware of the following:
- Submission of application does not guarantee funding allocation approval/ disbursement. Do not assume funding will be granted until notified by the Student Organization Travel Fund Allocation Committee. T
- his fund will only reimburse students, currently enrolled and in good standing at the University of Tennessee. I verify that I am currently a student and those attending are currently students.
- This fund will not reimburse the costs of advisors and/or alumni members attending (they may attend but will not be eligible for reimbursement of any costs).
- I understand that this fund will only reimburse expenses post trip, unless otherwise arranged (ex: fleet management costs or registration) All money used from the travel fund must follow official UT Travel policies and Center for Student Engagement guidelines. Any abuse of these funds will be pursued both by the University of Tennessee-Knoxville via Conduct and legally. You will be asked to give a post-travel report that you are required to turn in within a specifically requested time frame after returning from travel. *
- Thank you for applying for the Student Organization Travel Fund. Please understand in addition to the policies of the Student Organization Travel Fund Allocation Committee, ALL students are required to follow official UT Travel policy, which can be found on UT's Treasurer's office website. REMINDER: Submission of applications does not guarantee funding allocation approval/ disbursement. Do not assume funding will be granted until notified by the Student Organization Travel Fund Allocation Committee