

Student Organization Travel Fund – Fall 2024

I. General:

A. Purpose:

The Student Organization Travel Fund (SOTF) is for Registered Student Organizations (RSO) 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 complement the mission of the university and increase the effectiveness of the organization.

B. Funding Information:

SOTF provides supplemental assistance to student organizations to assist with up to 2 areas of travel costs per trip. RSOs are eligible for up to \$3500 with costs not exceeding \$500 per student. SOTF is administered by the Center for Student Engagement within the Division of Student Life and funded by the Student Program and Services Fees (SPSF). SOTF is for RSO members CURRENTLY enrolled at the University of Tennessee, Knoxville with fees paid that include SPSF.

C. Student Organization Travel Fund Advisory Committee:

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

II. Requirements for Eligibility:

The Registered Student Organization (RSO) must be in good standing, and all information up to date on VOLink. Attendees must be active members of the organization, <i>currently enrolled</i> , and listed as members on the RSO's VOLink roster	RSOs must submit a Student Organization Travel Fund Request via VOLink - https://tiny.utk.edu/SOTFVOLinkForm . Application should be submitted, in full, including a list of students traveling, detailed budget, and general travel/ event information
RSOs are encouraged to submit applications as EARLY as possible (<i>for events that occur prior to June 30th, 2024</i>), BUT notification of funding should be received by RSO at least 11 days PRIOR to the trip's DEPARTURE .	RSOs are eligible for: <ul style="list-style-type: none">• up to \$3500 per academic year.• up to 2 areas of travel cost per trip• up to \$500 per student. There is not limit on the number of SOTF allocations if total of all approved trips does not exceed established total.
Applications should be submitted by a student (IMPORTANT: student <i>must</i> be listed in a leadership position on the RSO's VOLink page), not a general member, staff, faculty and/or the RSO advisor.	If RSO received past SOTF allocation, policies and procedures were followed, and the post trip report was completed.
Sports Club Eligibility: <ul style="list-style-type: none">• RSOs that also have an established Sports Clubs status (more than 1 year) are NOT eligible to apply to the SOTF due to SPSF monies available via RecSports.• RSOs that are newly established Sports Clubs (in existence for less than 1 year) and are not eligible for RecSports funding until the next academic year, are ELIGIBLE to apply.• RSOs that have relinquished their Sports Club status are NOT eligible to apply to the SOTF within one calendar year of their status change.	

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III. Travel Costs:

A. ELIGIBLE for SOTF:

Registration fees (person or virtual)	Lodging at Hotel, Retreat Center, Contracted overnight site, Airbnb:
Cost of fuel for personal vehicle (receipts required) - • To estimate gas cost, use online tool such as AAA Gas Cost Calculator	• Lodging rate (PER student) should be within the continental United States (CONUS) rates, as determined by U.S. General Services Administration
Fleet Management vehicle rental & mileage – • To estimate gas cost, use online tool such as AAA Gas Cost Calculator	• Rates outside of the established CONUS rates will be considered if via a group rate arranged by the event organizer, conference, etc.
Parking	Charter, Rental Car, Rideshare, or Bus travel
RSOs will be considered for up to 2 of the listed eligible travel costs, up \$3500 per academic year with costs that do not exceed \$500 per student.	

B. INELIGIBLE for SOTF:

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 <i>any associated travel</i> that occurs prior to international departure
Travel for advisory services or consulting	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 <i>less than 2 students</i> and/or those not affiliated with a student organization. Individual students should consider applying for the W. Timothy Rogers Student Leadership Fund
Travel with a <i>primary</i> focus on service/ a service project	Travel with a <i>primary</i> focus on personal job or internship searches
Travel incorporated into and/or required for an academic course, for academic instructional activities, or to receive course credits	Operating costs such as organization <i>internal</i> retreats, weekend getaways, planning meetings, or teambuilding events
Phone or internet usage fees	Travel insurance, Travel agency and/or booking fees
Travel for producing revenue (ex. travel for the purpose of selling merchandise)	Toll road fees, Traffic tickets
Travel for campaigns of political candidates at local, state, and national levels	Damage or injuries from use of personal vehicle
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 established (<1 year) Sports Clubs registered with RecSports	Loss, damage, injury, or other consequences resulting to any participant or their property
Unreported damage or penalties (late return, etc.) from use of Fleet Management vehicles	

IV. Evaluation by the SOTF Advisory Committee:

In addition to the eligibility/criteria, the following is taken into consideration:

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

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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 RSO used funds in the past.
7. If applicable, RSO followed all policies and procedures in prior use of funds.
8. Whether and to what degree, the travel is relevant to the RSO's constitution on file with the University.
9. Whether or not the RSO has attended such events, competitions, and if so, what funding sources were utilized.
10. Whether, and to what degree, the RSO has access to other sources of funding. RSO that do not have access to funding from other campus departments or programs will receive priority.
11. The viewpoint of the RSO or the travel request shall not be considered by the Student Organization Travel Fund Allocation Committee (SOTFAC) when making a funding decision.

V. Applying to the SOTF:

A. VOLink: Applications should be submitted via VOLink at <http://tiny.utk.edu/SOTFVolinkForm>.

Application includes uploads of a tentative roster, travel itinerary, and optional supplemental documents.

B. Timeline: RSOs are encouraged to submit applications as far in advance as possible for travel that occurs prior to June 30, 2024 (*ex: RSOs may apply for a trip that occurs in Spring 2025, in Fall 2024*). To allow for proper processing of trip, please note that **APPROVAL of a SOTF allocation should be received by the RSO at least 11 days prior to trip's departure** (no exceptions).

FALL 2024 DATES:

Application Due/ Submitted by: Application Review Decision: If approved, trip should:

Wednesday, August 7	Monday, August 19	depart ON or AFTER --> Friday, August 30
Wednesday, August 21	Monday, September 2	depart ON or AFTER --> Friday, September 13
Wednesday, September 4	Monday, September 16	depart ON or AFTER --> Friday, September 27
Wednesday, September 18	Monday, September 30	depart ON or AFTER --> Friday, October 11
Wednesday, October 2	Monday, October 14	depart ON or AFTER --> Friday, October 25
Wednesday, October 16	Monday, October 28	depart ON or AFTER --> Friday, November 8
Wednesday, October 30	Monday, November 11	depart ON or AFTER --> Friday, November 22
Wednesday, November 13	Monday, November 25	depart ON or AFTER --> Friday, December 6
Tuesday, November 26	Monday, December 9	depart ON or AFTER --> Friday, December 20
Wednesday, December 11	Monday, December 23	depart ON or AFTER --> Friday, January 3

Spring 2025 DATES (*tentative, to be finalized in December 2024):

*Wednesday, January 8	Monday, January 20	depart ON or AFTER --> Friday, January 31
*Wednesday, January 15	Monday, January 27	depart ON or AFTER --> Friday, February 7
*Wednesday, January 29	Monday, February 10	depart ON or AFTER --> Friday February 21
*Wednesday, February 12	Monday, February 24	depart ON or AFTER --> Friday, March 7
*Wednesday, February 26	Monday, March 10	depart ON or AFTER --> Friday, March 21
*Wednesday, March 12	Monday, March 24	depart ON or AFTER --> Friday, April 4
*Wednesday, March 26	Monday, April 7	depart ON or AFTER --> Friday, April 18
*Wednesday, April 9	Monday, April 21	depart ON or AFTER --> Friday, May 2
*Wednesday, April 23	Monday May 5	depart ON or AFTER --> Friday, May 16
*Wednesday, May 7	Monday, May 19	depart ON or AFTER --> Friday, May 30

VI. Following the SOTFAC Application Review:

- Notification of decision will be sent to the RSO via VOLink, per the dates indicated on the SOTF timeline
- Once allocation is approved granted, the primary student contact will receive notification and should schedule a meeting must meet with the SOTF Administrator to discuss the SOTF allocation procedures