

University of New Orleans Student Government Association Academic Travel Fund Guidelines 2022-2023

GENERAL GUIDELINES

Pursuant with the academic travel funding guidelines set in the Student Government Association Code of Laws (code 400.2: Student Travel Fund), all applicants must carefully read the following SGA travel guidelines that must be followed. This fund is for defraying costs incurred by students for academic travel. For the purpose of this fund, academic travel is defined as:

Trips to attend events whose location is other than the University of New Orleans. Trips that benefit a group of students, student organization, or student representing with a university department. Academic Travel is NOT thesis work, internships, dissertations, exchange programs and research, intramurals, or other sporting events.

- Completed travel requests must be submitted 3 weeks (21 days) before the 1st day of the conference.
- The SGA Travel Program will only pay for conference registration, hotels, and airfare.
- Once submitting their application, students should carefully follow all guidelines in this policy to ensure that SGA is able to book their conference travel in time for the conference.
- Please note SGA is now pre-paying for your travel expenses! Please do not book any items until you have spoke to an SGA advisor.
- A Student Travel grant is available up to \$500 for one student traveling to a conference.
- Ten or more students traveling to the same event and/or same intent and purpose are eligible to share up to \$5,000. The amount reimbursed to each person will be based on the number of people attending the conference. Each person is responsible for their own completed application.
- Once Student Government Association budgeted funds are depleted, applications can no longer be accepted.

STUDENT ELIGIBILITY

- Students must have a cumulative GPA of 2.5 or higher and be enrolled in at least 6 hours in the current semester and/or pre-registered for at least 6 hours in the upcoming semester.
- Students cannot be on university-wide academic or judicial probation.
- Students may only receive travel funds once per fiscal year, July 1–June 30.

3 STEPS TO APPLY:

- **STEP 1: Complete Travel Application 21 Days before Conference**
 - You can complete the travel form online from the SGA Website. Additional supporting

documentation can be emailed to sga@uno.edu or dropped off in person in the SIL Office (UC 222).

- Documentation that will need to be attached/included:
 - Copy of unofficial transcript from WebStar showing: cumulative GPA and class schedule for current and/or upcoming semester. (usually the last page of transcript)
 - **Conference website link**, brochure, or pamphlet: must include conference name, dates, location, cost of registration, and conference hotel information.
 - Estimated cost of registration, hotel, and flight for conference.
 - Name of your staff/faculty advisor. For academic conference travel this should be your department head. For registered student organization travel this will be your on campus advisor.
- **STEP 2: Meeting with SGA Advisor**
 - Once your application has been reviewed, you will receive an email from one of the SGA advisors.
 - If Approved:
 - You will be asked to book an appointment with an SGA advisor for them to go over each of your costs and the applicable state travel guidelines.
 - At the end of that appointment, they will provide you with a blue piece of paper, and instructions on how to proceed in purchasing those items.
 - If Denied:
 - If you have questions
- **STEP 3: Accounts Payable**
 - After your SGA appointment you will then meet with a member of accounts payable. They will purchase the agreed items for you to be able to proceed.

WHAT WILL SGA PAY FOR?

- **Total Costs**
 - SGA will pay for up to \$500 of approved expenses. If necessary, SGA Advisors can approve overages in compliance with PPM-49. Overages will only be allowed when one of the 3 covered costs cannot be booked for less than \$500. If the \$500 cap is reached by only 1 or 2 covered costs, then the additional cost will be the responsibility of the student to book and pay for.
 - SGA will only cover registration, hotel, and/or flights. Any other expenses are the responsibility of the traveler.
 - **Please remember, do not book or pay for any cost until you have met with an SGA advisor!**
- **Registration Costs**
 - SGA will cover only the cost of the basic registration.
 - Any membership that may be required are not eligible for funding. They will need to be paid prior to meeting with SGA Advisors.
- **Hotel**
 - Lodging at the conference hotel is required, unless fully booked or the student

provides a cheaper alternative. The student must provide a hotel cost comparison to verify the cost savings at a substitute site. Submit a comparison and book the lower of the two rates. Conference rates often include amenities not included such as meals, parking, internet services, etc. The cost of included amenities should be taken into consideration when comparing rates. For example, the conference rate may include meals, making the conference rate cost justified. The substitute hotel may require additional ground transportation.

- For in-state hotels, complete the hotel tax exemption form and submit it with your application. The form is approved by the SGA Advisors. You must bring this and a copy of your approved travel authorization form (from our office) to the Louisiana hotel to receive a tax exemption at checkout.
- AirBnB is never accepted for state travel.
- **Flight**
 - Airfare is allowed only for flights purchased from Christopherson, the state authorized travel agency.
 - An SGA Advisor will help you create your Christopherson account and book your flight.

ADDITIONAL INFORMATION

- Anyone who fails to meet requirements and deadlines before and after travel will not receive funding by SGA and may be subject to denial of future applications for funding.
- Anyone wishing to file a grievance regarding travel reimbursement has 21 days to do so with the SGA Vice President, email: sgavp@uno.edu.
- State of Louisiana Travel Guidelines: [ppm49-2022-07-01.pdf \(louisiana.gov\)](#)