

# Travel Grant Preparation

**This document is meant to highlight some of the common SAC bylaws and stipulations that affect travel funding. It includes some examples of the documentation that RSOs need to include in the grant request that is submitted to SAC. It also includes the information that SAO needs once a RSO's funding has been approved and can be spent.**

## **Bylaws and Stipulations**

- 1) Must turn in at least 6 weeks prior to date of travel; Small grants have more issues than large grants of getting them turned in on time.
- 2) Funds are for currently enrolled UWM students only – no coaches or advisors.
- 3) Limit of 4 students per trip – Request for additional students to be funded is determined by SAC – Why do you need more to go? Is it a competition requiring a certain number to compete? Are you presenting, speaking or are you a panelist? RSO must justify why it is necessary for more than four students to attend.
- 4) Must attach a roster with last four digits of student IDs (if recreational org) or names of students with last four digits of student IDs for other RSOs.
- 5) Must attach a conference agenda showing dates and times or tournament/match/game announcement.
- 6) SAC will only consider funding for one RSO to attend any conference. Grants will be considered on a first come first serve basis.
- 7) SAC does not fund meals and/or beverages.
- 8) SAC does not fund gas.
- 9) SAC can't fund academic credit producing activities such as travel in which a student receives credit or travel as part of a class or academic program.

## **Registration Cost**

- 1) Must have some sort of website print-off, registration form, email from someone involved with conference or competition to show what the cost of the registration is. If no registration cost is out yet for the upcoming conference or tournament, ok to use last year's registration form as documentation.

**SAO's Requirements** - Registration can be paid for by check or Visa. Checks can take two to three weeks to be processed. The vendor to make the check payable to, the address of the check to be sent, and the vendor's EIN (taxpayer ID number) must be known to be able to complete the process. Visa cards can be used as long as it doesn't require the use of pay pal. If it requires pay pal, reimbursements may be available if the SAC bylaws and state policies are followed.

## **Lodging Cost**

- 1) Must have website print-off or conference brochure that shows the cost per night along with taxes (if applicable). Must be able to show why more than one room is needed (number of people attending, both males & females traveling).

**SAO's Requirements** - In WI, there is a list of Wisconsin State contracted hotels that can be used: <http://vendornet.state.wi.us/vendornet/travel/LodgingInfo.asp> - it is not mandatory anymore but provides examples of where to stay for those hotels that honor the state rate. Amount of the hotel covered is limited to the State rate (\$70 with the exception of Milwaukee, Racine and Waukesha which is \$80). We are tax exempt in WI. If traveling out of state, high cost city maximums and ineligible vendors apply. Room and tax (if applicable) is covered while incidentals must be covered personally by individuals in the RSO. RSO officers will be personally liable for any "no show" or late cancellation fees if they are charged to SAO.

## **Airfare Cost**

- 1) Must have a website print-off or justification from travel agency for cost of plane ticket.

**SAO's Requirements** – Fox World Travel as the state contract for all internet bookings. SAO must book flights through Travelport.

Domestic Ticket fees are \$9.00 per ticket if SAO books online with Travelport and an additional \$11 per ticket if SAO has to call Fox World directly fix an error. If SAO calls Fox World directly to book (an example of using this option is to assure all tickets are together on the same flight since tickets now can only be booked one at a time) the fee is \$31 per ticket.

There are certain carriers such as Air Tran, Jet Blue and Southwest that require agent assistance to complete the reservation some of the time. This ticket fee is \$20 per ticket.

International Ticket Fees are \$9.00 per ticket if SAO books online with Travelport or \$41 per ticket if SAO has to call Fox World directly to book (which is recommended by UWM Travel Department and the international travel specialists at Fox World for special destinations).

## **Ground Transportation Cost**

- 1) Must use contract rates for Enterprise (if traveling in WI or starting in WI to go out of state) or National (if flying to a city in the US and then renting a car).
- 2) Must use website print-off to show bus and train ticket costs.
- 3) Must conference agenda or website print-off to show shuttle or taxi fees from airport to conference.

**SAO's Requirements** – For car rentals, driver authorizations must be completed at least two weeks in advance of the trip. SAO uses the contract rates for Enterprise and National. The RSO must explain the need for a rental car after flying to the conference. Why won't a taxi/shuttle suffice? Need receipts for taxis/shuttles in order to reimburse these expenses and should include starting point, destination and purpose – not to restaurants.