



## Travel Allocations FAQ

### **1. How do we get started?**

Contact the senator who represents you. There are senators for residents, apartments, commuters, and the colleges (Graduate, Law, ENS, Arts & Sciences, Business Administration). Check the SA website to find their contact info. They must first introduce the bill to the Student Senate.

### **2. When should we submit our bill?**

For all Travel Allocations, only extenuating circumstances will induce us to consider the bill eight weeks before the proposed trip. For Non-Conference Travel (NCT), applications must be submitted two weeks before the start of the proposed trip. For Conference Travel (CT), the only rule is that the bill must be introduced in senate before the start of the conference, but applying two to four weeks in advance is a good rule of thumb.

### **3. How much are organizations eligible for Travel Allocations per university fiscal year (July 1 - June 30)?**

Organizations are eligible for up to \$1000 per fiscal year. This money may be split over multiple conferences or trips, but the total money that one organization may receive in one year is \$1000.

### **4. What does SA pay for?**

We will pay a limited amount for registration, lodging, transportation, and food. We have a miscellaneous category to encompass anything that does not fit under any of the other four categories. However, FAC and Senate exercise considerable discretion regarding anything in the miscellaneous category.

### **7. Are non-TU students eligible for travel funding?**

No. A TU student is someone who takes a class at TU as verified by the registrar. Most advisers will not qualify for funding.

### **8. How does FAC determine how much we get?**

We fund the greater of two amounts: \$80 per person or fifty percent of what your organization is eligible for, according to our guidelines.

### **9. Who should organizations send as a representative?**

We would prefer the organization send an officer knowledgeable about the organization. Our guidelines do not allow the representative to be an SA senator, executive, executive director, or judicial council member.

### **10. What does an organizational representative need to know about his or her organization?**

An organizational representative should be knowledgeable about the travel budget and events

that the organization does. He or she should also state how going on the trip benefits the organization and what the organization will bring back to TU from that conference or trip.

**11. Why does the organizational rep have to go to two meetings?**

The first meeting is the Financial Appropriations Committee, which considers the bill and may pass it on to the Student Senate. The second meeting is the Student Senate meeting, where the bill must be approved by the Senate as a whole.

**12. When and where is the FAC meeting?**

Once your bill is submitted to FAC, the FAC Chairperson will contact you via email with a specific time and place.

**13. When and where is the Senate meeting?**

During the FAC meeting, the organizational representative will be told which Senate meeting to attend. The Student Senate convenes Tuesdays at 9:00pm in John Rogers Hall (the law school building), Room 202.

**14. How do I get my money?**

If you have a valid SA account, then the Student Association Treasurer will transfer money into your account. Before the money is transferred, we will look at an organization's SOC file to make sure that it has a current constitution, membership list, and officer list. If you do not know your account number, please contact the SA Treasurer. The best way to access your money is to take receipts signed by two officers to the business office in McClure Hall to get reimbursed.