

Student Organization Travel Procedures
A Guide for Student Organization Advisors and Members
(When Student Fee Funds Are Utilized)

Student organizations intending to travel and/or participate in an event requiring a registration fee (i.e. conference/seminar) and will be seeking student fee funds to help support this travel/participation must comply with the travel/student fee funding request procedures herein contained.

1. Student organization representatives are to schedule an initial meeting with their respective campus Student Life coordinator at least one month prior to the scheduled travel and/or conference starting date and at least two week prior to the date of the District Student Senate meeting the organization intends to appear before for the purpose of requesting student fee funding.
2. The initial meeting between the respective Student Life coordinator and the student organization representatives is intended to:
 - a) Permit student organization representatives an opportunity to provide details relative to travel/conference participation (dates, location, purpose, etc.), to ask questions about the travel procedure and student fee funding request process. Also, to determine a date and time for a second meeting with the Student Life coordinator at least one week prior to the date of the District Student Senate meeting they intend to appear before to request student fee funding; and
 - b) Provide the Student Life coordinator an opportunity to review the travel procedure and student fee funding request process as well as what is needed to fulfill their provisions, to distribute and review the required travel/student fee funding request documents and to respond to any organization questions.
3. As for the second meeting between the respective campus Student Life coordinator and the student organization representatives, the student representatives must submit the following completed documents and supporting materials. They are as follows:
 - a) A “Student Fee Funding Application” form with “Projected Budget Worksheet;”
 - b) A banking record of the student organization college account highlighting all financial activity for the previous six months and their current account balance – available upon request from the Office of Student Life (need to make the request 48 hours before needed);

- c) (If applicable) documentation of any additional sources of funding not reflected in their college account to include the title of the funding source (e.g. MATC Foundation), the amount approved and the condition governing the disbursement of the funds;
- d) Backup documentation (e.g. conference/seminar promotion or registration material) providing details (program description/purpose, dates, times, location, registration and housing costs, etc.) relative to the event for which funds are being requested;
- e) A copy of the minutes for student organization meeting during which the event participation and funding request were discussed that includes the meeting date, members present, a synopsis of the discussion and voting results;
- f) An “Event Registration Form” detailing the event for which student fee funding is being requested, signed by the student organization’s designee and their advisor; and
- g) A “Prior Approval for Travel” form that includes an attached list of student participants with student ID numbers.

The Student Life coordinator will review the before mentioned documents and supporting materials to insure that they are complete and in compliance with all requirements. If any of the document or supporting materials are incomplete or in non-compliance and the issue(s) cannot be resolved during the current meeting, a follow-up meeting must be scheduled within 48 hours of the second meeting and at least 48 hours prior to the District Student Senate meeting the organization intends to appear before to request student fee funding.

4. The student organization must be represented at the District Student Senate meeting they intend to have the request for student fee funding considered. At least one student member of the organization, familiar with the groups planned travel/conference participation, is to be present.

The student organization representative(s) will be introduced to the committee by their respective campus Student Life coordinator who will make brief remarks relative to the student organization’s status and activity.

The student organization representative(s) should be prepared to discuss the planned travel/conference participation providing details that describe what it is, what it is designed to do or its purpose and what the student participants can gain by attending and

participating in it. They should also be prepared to answer questions from the committee. (Total time: 5 minutes minimum/10 minutes maximum).

Note: While student organization student fee funding requests are traditionally considered at the beginning of each District Student Senate meeting, the number of funding requests may result in an individual organization's request being later on the agenda. Although rare, a 30 – 40 minute delay could occur.

5. The respective campus Student Life coordinator will contact the student organization's president and/or the advisor within 24 hours to apprise them of the District Student Senate's decision relative to the organization's student fee funding request. The District Student Senate can approve, approve with conditions or deny the funding request.
 - If the request is denied, the Student Life Office will notify the organization in writing within 48 hours of the decision detailing the reasons for the denial. The organization may appeal the committee's decisions to the Director of Student Life provided it is in writing and it is submitted with 48 hours of their notification of denial. The decision of the Director of Student Life is final.
 - If the request is approved with the conditions, the respective campus Student Life coordinator will schedule a meeting with organization representatives to discuss what the organization needs to do to satisfy the committee's recommended conditions.
 - If the request is approved, the authorized student fee funds can be released for payment of legitimate expenses associated with the student organization travel and/or conference participation provided appropriate payment request procedures are followed including the utilization of a "Request for Payment" form for each expenditure (see #7 & #8 for details).
6. After consulting with the student organization advisor(s) the respective campus Student Life coordinator will determine which student organization travel/conference participation expenses the authorized student fee funds will be applied. These funds can only be used for registration fees, travel and housing costs and can only be paid to recognized and approved vendors (Wisconsin Nurses Association, Airlines, Hotels, etc.) provided the appropriate payment request procedures are followed.

Note: Every effort will be made to use student fee funds to pay legitimate travel/conference participation expenses in total. Remaining funds, if insufficient to cover any remaining individual expense, will be used in combination with the student organization's funds to satisfy a remaining expense.

Example: If an organization has been approved for \$1,000 in student fee funds and they have a registration fee of \$250, travel expense of \$800 and housing expenses of \$400, the Office of Student Life will use the authorized student fee funds to pay the total registration fee and housing expense and apply the balance of \$350 to the travel expense or pay the total travel expense and apply the balance of \$200 to either of the two remaining expenses.

7. The respective campus Student Life coordinator is responsible for generating each “Request for Payment” applicable for legitimate organization travel and/or conference participation expenses when they are to be paid in full by the student organization from their college account.

8. The student organization is responsible for generating each “Request for Payment” applicable for legitimate organization travel and/or conference participation expenses when they are to be paid in full by the student organization from the college account. Each “Request for Payment” form must include among other information (see sample form) the student organization’s college account number and amount requested and signature of the student officer (originator) and advisor (supervisor). The supporting document that must be attached to each “Request for Payment” are:

a) Backup documentation relative to the travel and/or conference as detailed in #3d;

b) A billing statement, receipt or cost sheet from each individual vendor itemizing the various charges/costs for their services;

Note: Most vendors who do not provide billing statement or receipts prior to the use of services, list their rates on the internet (e.g. Greyhound, shuttle services) and a printout of these rates can be used in lieu of formal billing statement or receipt.

c) The minutes of the student organization meeting at which the organization discussed and approved both the travel/conference participation as well as seeking student fee funding support; and

d) A copy of the “Prior Approval for Travel” form relative to the travel and/or conference along with the list of student participants and their ID numbers.

9. All “Requests for Payments” associated with the student organization’s travel/conference travel expense and generated by the student organization along with supporting documents for each (see #8 a-d) are to be submitted to the respective campus Student Life coordinator as soon as they are completed for verification before forwarding to the college Business Office.

Checks requested by student organization (those involving student organization funds only) will be sent directly to the vendor/payee.

10. Following the completion of the student organization's travel/conference participation, the organization must submit a "Travel Reimbursement Form" itemizing all actual expenses associated with the travel/conference participation plus receipts for each expenditure.

- When actual expenses are less than prepaid items and advances, (e.g. college checks) the student organization must reconcile the overpayment. If student fee funds are involved, the organization must reimburse student fee up to 50% of the total overpayment.

Example: If the projected total travel/conference participation expense was \$2,000 and student fee funding accounted for 50% of that total or \$1,000 but the actual total expenditure was only \$1,600, the student fee fund account and the student organization's campus account would each be entitled to a \$200 reimbursement.

- When actual expense is more than prepaid items and advances, the organization must determine how they wish to address the shortfall. If the shortfall will be met by the personal contribution of the advisor, member or members of the organization, the student organization must determine whether or not to reimburse the individual(s) involved and then how to do it (e.g. generate a check from their campus account). The student organizational minutes must reflect how reimbursement is to be allocated.
- Adjustments to travel will be reviewed by the Student Life Coordinator. If fewer numbers of students travel than were allocated for, adjustments will need to be made for the expenses that were paid using student fee funds.

Note: The use of Privately owned Vehicles is strongly discouraged.

Subject to Change

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