

**Division of Enrollment Management & the  
Student Experience**

**STUDENT TRAVEL  
FUNDING  
GUIDELINES**

**PURDUE UNIVERSITY®  
FORT WAYNE**

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## 1. PURPOSE

### a. Rationale

The purpose of these guidelines shall be to govern the distribution of Student Travel Funding by the Division of Enrollment Management & the Student Experience.

### b. Viewpoint Neutral

All financial decisions made by the Division of Enrollment Management & the Student Experience and its constituents shall be viewpoint neutral, and this position shall reflect, but not be limited to, the policies included in the Nondiscrimination clause as stated in the Purdue Fort Wayne Code of Student Rights, Responsibilities, and Conduct in Part I, Section A, Items 3 and 4.

## 2. ADHERENCE TO UNIVERSITY GUIDELINES AND PROCEDURES

### a. Student Activity Fee Manual

All Student Travel Funding awarded by the Division of Enrollment Management & the Student Experience shall be subject to the pertinent guidelines and rules of the University, first and foremost, the guidelines contained in the Student Activity Fee Manual.

### b. Business Office Procedures

No Student Travel Funding awarded by the Division of Enrollment Management & the Student Experience may be allowed unless the procedures and paperwork required by the Purdue Fort Wayne Business Office of Student Affairs and these Division of Enrollment Management & the Student Experience. Student Travel Funding Guidelines are handled accurately in accordance with the rules and processes stipulated in this document or with any other relevant University document or policy.

### c. Supplemental Use

This document is intended solely as a supplement to other University Manuals and shall not take precedence in any case where there is a conflict with other University Guidelines. This document is meant only to outline the proper procedures for Student Travel Funding that the Division of Enrollment Management & the Student Experience has adopted in governing the distribution of funds.

## 3. DEFINITIONS

- a. **Student Travel Funding Allocation Committee:** The committee that reviews Student Travel Funding Requests, hears Student Travel Funding Presentations, and makes final decisions regarding Student Travel Fund Awards.
- b. **Funding Probation:** A condition whereby a student, student organization, or other University entity is prohibited from receiving funding from the Division of Enrollment Management & the Student Experience as a result of violating an Office of Student Affairs Student Travel Funding policy.
- c. **Student:** Individual who is currently enrolled at Purdue Fort Wayne at the time of request and travel. Exceptions for students graduating in the semester immediately preceding travel may be granted on a case by case basis.
- d. **Student Travel Funding Requests:** Requests made by recognized Purdue University Fort Wayne student organizations or individuals (if officially sponsored by a recognized student organization or the student's enrolled Purdue Fort Wayne academic department) to the Student Travel Funding Allocation Committee for Student Travel Funding. The Student Travel Funding Requests Forms are located on the Student Travel Funding Website ([www.PFW.edu/travel](http://www.PFW.edu/travel)).
- e. **Student Travel Funding Rubric:** Based on the Purdue Fort Wayne Baccalaureate Framework, rubrics that shall be completed by the Student Travel Funding Allocation Committee for all Student Travel Funding Requests to maintain equal and unbiased consideration for Student Travel Funding.

- f. **Student Travel Funding:** All funds assigned to the Division of Enrollment Management & the Student Experience for Student Travel Funding through the annual budget.

#### 4. **STUDENT TRAVEL FUNDING ALLOCATION COMMITTEE**

##### a. **Purpose**

The Student Travel Funding Allocation Committee shall review all Student Travel Funding Requests. The committee shall follow the guidelines contained in these Division of Enrollment Management & the Student Experience. Student Travel Funding Guidelines and use the best interest of the student body in making decisions of Student Travel Funding Awards.

##### b. **Membership**

- i. The membership of the Student Travel Funding Allocation Committee shall consist of:
  - 1. The Vice Chancellor for Enrollment Management & the Student Experience shall appoint the Coordinator of the Student Travel Funding Allocation Committee.
  - 2. The Student Travel Funding Allocation Committee shall consist of ten voting members: five (5) Purdue Fort Wayne students, two (2) Purdue Fort Wayne faculty members, and three (3) Purdue Fort Wayne staff members.
  - 3. ex officio members: the Vice Chancellor for Enrollment Management & the Student Experience, the Office of Student Life and Leadership Activities Coordinator, and the Business Manager for Enrollment Management & the Student Experience or designee
  - 4. Quorum for meetings and decisions to be made shall be 6 of the 10 committee members (no less than 3 students and no less than 3 non-students must be present).
  - 5. Membership shall be a one year appointment (beginning during the first week of the fall semester and ending during the last week of the spring semester).
    - a. Members are eligible for re-appointment given approval by the Coordinator of the Student Travel Funding Allocation Committee and the Vice Chancellor for Enrollment Management & the Student Experience.
      - i. Membership shall be capped at two years.
      - ii. Members may be removed from the committee by majority vote after missing three or more meetings per year.

##### c. **Responsibilities**

- i. The Student Travel Funding Allocation Committee shall meet during the first week of each month to review all outstanding Student Travel Funding Requests. The Coordinator reserves the right to schedule additional meetings or cancel meetings on an as-needed basis.
- ii. The Coordinator of the Student Travel Funding Allocation Committee shall regularly communicate with all members of the Student Travel Funding Allocation Committee to alert members of upcoming meetings, schedule changes, deadlines, and any other information relevant to the proper functioning of the Allocation Committee.
- iii. The Coordinator of the Student Travel Funding Allocation Committee shall make every reasonable effort to ensure that the schedules of the Student Travel Funding Allocation Committee members are taken into careful consideration when establishing meeting times, dates, and locations.
- iv. The Coordinator of the Student Travel Funding Allocation Committee shall establish rules of order for Student Travel Funding Allocation Committee meetings. These rules shall not violate the fundamental principles of a democratically-operated deliberative body.
- v. The Coordinator of the Student Travel Funding Allocation Committee shall manage the communications, paperwork, and procedures necessary for the proper payment of approved funding.

- vi. The Coordinator of the Student Travel Funding Allocation Committee shall maintain records of all Student Travel Funding Allocation Committee decisions (approvals and denials) in the OSA Student Travel Funding Records Spreadsheet.
- vii. The Coordinator of the Student Travel Funding Allocation Committee shall maintain records of all recipient plans to share trip knowledge with the university. Events, meetings, workshops, etc. shall be advertised on the Student Travel Funding Website ([www.PFW.edu/travel](http://www.PFW.edu/travel)).
- viii. The Coordinator of the Student Travel Funding Allocation Committee shall monitor all Travel Warnings and Travel Alerts for international travel requests.
- ix. The Coordinator of the Student Travel Funding Allocation Committee shall appoint a student co-coordinator *if desired* to assist with compiling requests and paperwork for the Student Travel Funding Allocation Committee Meetings.

## **5. Purdue Fort Wayne STUDENT TRAVEL FUND**

### **a. Funding Available**

- i. The Student Travel Fund shall be allocated through the Division of Enrollment Management & the Student Experience Annual Budget.
  - 1. Travel requests are funded by fiscal year ending June 30. The travel committee may award funds for travel completed in July from the preceding fiscal year.
  - 2. In the event that the Student Travel Fund shall be depleted before the end of the fiscal year, Student Travel Funding Requests shall not be accepted until the next fiscal year begins.
- ii. Funding shall be made available for recognized Purdue Fort Wayne student organization travel or individual travel that benefits the University.
  - 1. Funding shall also be available to a group of students, connected through an academic department or discipline, traveling to the same destination for the same purpose as long as all other qualifying criteria is met. Groups must submit written support of travel from academic department upon request.
- iii. Requests for funding from the Student Travel Fund are not guaranteed and should not be assumed to be. Payments for approved travel are not guaranteed to be available before the trip's departure.
- iv. All other funding sources available (fundraising, academic department, additional grants, etc.) must be depleted prior to using Student Travel Funds.

### **b. Student Travel Funding Criteria**

#### **i. Student Travel Funding Requests**

- 1. Only Student Travel Funding Requests submitted by recognized Purdue Fort Wayne student organizations, individuals sponsored by a recognized student organization or academic department, or a group of students sponsored by an academic department shall be considered for Student Travel Funding by the Student Travel Funding Allocation Committee.
  - a. At least two members of a recognized student organization must be traveling on behalf of the student organization to receive Student Travel Funding.
  - b. All individuals requesting Student Travel Funding must request funding as an individual if traveling without other members of the student organization or academic department.
  - c. A group of students from the same academic department that are traveling to the same destination for the same purpose and meet all other criteria shall be considered for Student Travel Funding.
- 2. Student Travel Funding Requests shall include a detailed line-item breakdown of expenses, the logistics and itinerary of the trip, the purpose for traveling, the reason

why the OSA should be a financial partner in the trip, the date(s) and destination of the trip, and any other information that enhances the understanding of the trip.

- a. Individuals and Student Organizations may only submit for one trip/event per form.
3. All Student Travel Funding Requests must be submitted electronically no later than the first day of the month prior to the month of the trip's departure date (i.e., if the trip is in October, the Student Travel Funding Request is due by September 1).
  - a. In the event of extraordinary circumstances, the requester may petition the Student Travel Funding Allocation Committee to bypass the submission deadline by providing substantiation of circumstances, which shall include both of the following:
    - i. A letter from any Dean or Chancellor;
    - ii. Documentation of extraordinary circumstances.
  - b. While deadline exceptions may be made on a case-by-case basis, meetings, presentations, and request reviews with the Student Travel Funding Allocation Committee are not guaranteed if Student Travel Funding Requests are not submitted on time.
4. Requesters are required to give a presentation to the Student Travel Funding Allocation Committee to explain the details of the trips. Presentations shall expand on the information provided in the Student Travel Funding Request Forms. Requesters are entitled up to five (5) minutes of presentation time followed immediately by up to five (5) minutes of time in which the Student Travel Funding Allocation Committee members may ask questions of the presenters.
  - a. Petitions to have more than ten (10) minutes of total presentation and question time may be granted by the Student Travel Funding Allocation Committee on a case-by-case basis.
  - b. Student Travel Funding Allocation Committee has the ability to extend the question time by simple majority vote at the time of the presentation.
5. Original request amounts and information may be updated after submission. Requests for additional funds must be submitted in writing up to 24 hours prior to presentation.

#### **ii. Permissible Uses of Student Travel Funding**

1. Permissible activities shall include, but not be limited to: conferences, conventions, tours, training sessions, workshops, competitions, and humanitarian activities organized by recognized not-for-profit organizations.
2. Student Travel Funding may be used for transportation costs, lodging expenses, and registration and admission fees for permissible activities taking place outside of Allen County, Indiana.
3. Student Travel Funding may also be used for Per Diem as needed. Per Diem allocations shall not exceed the fixed amount designated for the appropriate travel destination as determined by the U.S. General Service Administration.
  - a. For Purdue University's Travel: Per Diem Allowance information, refer to: <http://www.purdue.edu/business/travel/Subsistence/subsist2.html>
  - b. For the U.S. General Service Administration's Per Diem Rates information, refer to: <http://www.gsa.gov/portal/content/104877>

#### **iii. Prohibited Uses of Student Travel Funding**

1. Student Travel Funding shall not be used to fund activities that are required:
  - a. To receive course credits from any educational institution.
  - b. For the proper completion of any Purdue Fort Wayne programs, courses, certificates, or degrees.

- c. To meet criteria established for membership in any organization.
- 2. Student Travel Funding must comply with Purdue Fort Wayne student travel policies. The contact person for the Student Travel Funding Request is responsible for understanding and adhering to these policies.
- 3. Purdue Fort Wayne does not reimburse for the purchase of Travel Insurance.
- 4. Student organizations and individuals should be mindful of Travel Warnings and Travel Alerts when traveling internationally.
  - a. For the U.S. Passports and International Travel: Alerts and Warnings information, refer to:  
<http://travel.state.gov/content/passports/english/alertswarnings.html>
  - b. While Travel Warnings and Travel Alerts vary, Student Travel Funding shall not be awarded for destinations currently under Travel Warnings.
    - i. If individuals and student organizations desire to seek Student Travel Funding regardless of active Travel Warnings, the individuals and student organizations shall provide supportive documents and information to appeal the prohibition during the five (5) minute presentation to the Student Travel Funding Allocation Committee.

## **6. STUDENT TRAVEL FUNDING AWARD PROCESS**

- a. All Student Travel Funding Requests shall be submitted electronically to the Coordinator of the Student Travel Funding Allocation Committee. See Section 5(b) for complete instructions.
  - i. Student Travel Funding Requests must be presented using standard forms and templates provided in electronic form on the Student Travel Funding Website ([www.PFW.edu/travel](http://www.PFW.edu/travel)).
  - ii. All Student Travel Funding Forms are available on the Travel Website ([www.PFW.edu/travel](http://www.PFW.edu/travel)).
- b. After receipt of a Student Travel Funding Request, the Coordinator of the Student Travel Funding Allocation Committee shall ensure that all funding rules and criteria have been followed by the requester. If the request is found to be incomplete or in violation of the Division of Enrollment Management & the Student Experience Student Travel Funding Guidelines or Purdue Fort Wayne guidelines, the Coordinator of the Student Travel Funding Allocation Committee shall contact the requester and explain the changes and resubmission will be necessary for consideration. Once a funding request has been checked over by the Coordinator of the Student Travel Funding Allocation Committee and found to be in accordance with all Division of Enrollment Management & the Student Experience Student Travel Funding Guidelines and Purdue Fort Wayne guidelines, the request shall be referred to the Student Travel Funding Allocation Committee for consideration.
- c. The Student Travel Funding Allocation Committee shall evaluate each Student Travel Funding Request based on the established Student Travel Funding Rubric.
  - i. Requesters are required to give a presentation, up to five (5) minutes, to the Student Travel Funding Allocation Committee followed immediately by up to five (5) minutes of time in which the Student Travel Funding Allocation Committee members may ask questions of the presenters.
- d. Once a request has been approved by the Student Travel Funding Allocation Committee, the Coordinator of the Student Travel Funding Allocation Committee shall manage the communications, paperwork, and procedures necessary for the proper payment of approved funding.
  - i. If a Student Travel Funding Request has been denied by the Student Travel Funding Allocation Committee, the Coordinator of the Student Travel Funding Allocation Committee shall manage the communications necessary.

- e. All individuals and student organizations who are funded in whole or in part by the Office of Student Affairs are required to act in good faith to maintain consistency of the information provided on the Student Travel Funding Request Form.
  - i. **For student organizations:** If the names or the number of traveling participants changes, the student organization's contact person must notify the Coordinator of the Student Travel Funding Allocation Committee as soon as possible but no later than three (3) business days before the trip's departure.
    - 1. In the event that the number of traveling participants decreases, the student organization's Student Travel Funding Award may change. The Coordinator of the Student Travel Funding Allocation Committee, in consultation with the Business Manager for Enrollment Management & the Student Experience, shall have the power to make changes to the Student Travel Funding Award if less participants are traveling than listed on the Student Travel Funding Request.

## **7. OBLIGATIONS OF RECIPIENTS OF STUDENT TRAVEL FUNDING AWARDS**

- a. The Coordinator of the Student Travel Funding Allocation Committee shall be responsible for establishing, amending, and managing standard forms and procedures to ensure that all obligations of Student Travel Funding recipients are being met in a reasonable and timely manner.
- b. The University and the Division of Enrollment Management & the Student Experience shall not be liable for any loss, damage, injury, or other consequence resulting to any participant or their property for any reason while traveling on behalf of the University.
- c. All travel participants who are funded in whole or in part by the Division of Enrollment Management & the Student Experience are required to act in good faith to engage in the entire itinerary proposed to the Student Travel Funding Allocation Committee. Participants must also abide by the Purdue Fort Wayne Code of Student Rights, Responsibilities, and Conduct, all other Purdue Fort Wayne policies and regulations, and all applicable laws while traveling on behalf of the University.
- d. The student organization or individual must complete all required paperwork by the established deadlines. Paperwork includes, but is not limited to, all Student Life Travel Forms, Individual Student Travel Funding Award Contract, Payee Certification Form, Student Travel Funding Assessment Form, and Cash Advance Reconciliation Form.
- e. The student organization or individual must provide detailed receipts of expenses, names of students who actually went on the trip, and any other relevant follow-up information to the Office of Student Life and Leadership, Walb 210, no later than ten (10) business days after the date of return from the trip or within ten (10) business days of receipt of the funding check if not received before the trip.. Contact the Coordinator of the Student Travel Fund Allocation Committee with any questions.
- f. The student organization or individual must return any unspent Student Travel Funding to the Office of Student Life and Leadership, Walb 210, no later than ten (10) business days after the date of return from the trip or within ten (10) business days of receipt of the funding check if not received before the trip.
- g. The student organization or individual must share the knowledge obtained from the funded trip with others for the betterment of the University. The plan to share this knowledge must be specified on the Student Travel Funding Request Form.
- h. The student organization, individual, or group that receives Student Travel Funding is responsible for submitting a one page graphic representation of their experience (i.e. event information from request, attendee quotes, details of what was learned, picture, etc.) to the Coordinator of the Student Travel Fund Allocation Committee no later than two weeks following the event date.



- i. Student organizations shall refer to the Student Organization Student Travel Funding Recipient Checklist for a comprehensive list of required tasks to complete the Student Travel Funding process.
- j. Individuals shall refer to the Individual Student Travel Funding Recipient Checklist for a comprehensive list of required tasks to complete the Student Travel Funding process.
- k. Student organizations or individuals that were approved to receive funds and not permitted to reallocate funds from one category (transportation costs, lodging expenses, and registration and admission fees) to another.

## **8. FUNDING LIMITATIONS**

### **a. Funding Probation**

- i. Individual students and student organizations may be placed on funding probation for misuse of Student Travel Funding, violations of the Division of Enrollment Management & the Student Experience or Purdue Fort Wayne policies, or local, state, or federal laws, failure to comply with necessary funding processes or procedures, or for any actions or behaviors that would cause significant negative impacts on the Division of Enrollment Management & the Student Experience or the University.
- ii. The Coordinator of the Student Travel Funding Allocation Committee, in consultation with the Vice Chancellor for Enrollment Management & the Student Experience and Business Manager for Enrollment Management & the Student Experience, shall have the power to place individual students and student organizations on funding probation and determine the length of time and terms of the probation.
  - 1. The Coordinator of the Student Travel Funding Allocation Committee shall manage all communications and paperwork to notify the individual or student organization of the funding probation status in a timely manner.
- iii. Funding probation shall last no longer than two calendar years.
- iv. Any appeal of funding probation can be made by the individual or organization to the Student Travel Funding Allocation Committee. Individuals or student organizations who wish to appeal a funding probation decision shall submit a Funding Probation Appeal Form to the Coordinator of the Student Travel Funding Allocation Committee via email within ten (10) business days of receipt of the funding probation letter.
  - 1. At the following Student Travel Funding Allocation Committee meeting, the committee shall make a decision regarding the Funding Probation Appeal. The Coordinator of the Student Travel Funding Allocation Committee shall contact the appellant with the committee's decision.
  - 2. If the Student Travel Funding Allocation Committee's decision is unacceptable to the appellant, the case may be appealed to the Vice Chancellor for Enrollment Management & the Student Experience. Individuals or student organizations who wish to appeal to the Vice Chancellor for Enrollment Management & the Student Experience shall contact the Coordinator of the Student Travel Funding Allocation Committee to schedule a meeting with the VCSA within ten (10) business days of the date of the appeal meeting with the Student Travel Funding Allocation Committee.
    - a. If the VCSA's decision is unacceptable to the appellant, the case may be appealed to the Campus Appeals Board for final review and decision subject to the Campus Appeals Board process.

### **b. Probation Guidelines**

- i. Recipients of Student Travel Funding shall be allowed reasonable flexibility within the scope of these guidelines provided they operate in good faith when utilizing Student Travel Funding.

- ii. Any individual or student organization that fails to use the Student Travel Funding for the specified items designated in the approved Student Travel Funding Request may be placed on funding probation for no less than two (2) months, but no more than twelve (12) months, depending on the severity as determined by the Coordinator of the Student Travel Funding Allocation Committee.
- iii. Any individual or student organization that fails to provide detailed receipts expenses to the Office of Student Life and Leadership, Walb 210, no later than ten (10) business days after the return date of a trip or within ten (10) days upon receiving the funding check if funds are not received before the trip shall be placed on funding probation for no less than two (2) months, but no more than twelve (12) months, depending on the severity as determined by the Coordinator of the Student Travel Funding Allocation Committee.
- iv. Any individual or student organization that uses Student Travel Funding to meet a requirement outlawed under Section 5(b)(iv) of these guidelines shall be placed on funding probation for eighteen (18) months.
- v. Any individual or student organization that violates any University policies or applicable laws while on an OSA funded trip shall be placed on funding probation for two (2) calendar years.

## **9. FUNDING CAPS**

- a. Student organizations may receive up to \$6,000 from the Purdue Fort Wayne Student Travel Fund per fiscal year (July 1 – June 30).
  - i. This cap shall exclude Student Travel Funding granted to individuals sponsored by a recognized student organization.
- b. Individual Student Travel Funding shall be capped at \$1,500 per fiscal year (July 1 – June 30).
  - i. Individual Student Travel Funding shall be capped at \$9,000 for the duration of an individual’s enrollment at Purdue Fort Wayne.
- c. Groups sponsored by an academic department or discipline shall be capped at \$6,000 per fiscal year and all awarded funds will count toward the individual students \$9,000 cap for the duration of an individual’s enrollment at Purdue Fort Wayne
- d. Requests for funding by student organizations or individuals that have already met funding caps for the fiscal year shall be automatically rejected by the Coordinator of the Student Travel Funding Allocation Committee. The Coordinator of the Student Travel Funding Allocation Committee shall notify the requesters of the rejection and explanation of funding caps and relevant policies.

## **10. FINANCIAL RECORDS**

- a. Record Maintenance**
  - i. The Coordinator of the Student Travel Funding Allocation Committee and the Vice Chancellor for Enrollment Management & the Student Experience, along with other necessary University officials, shall manage all financial records for Student Travel Funding.
- b. Public Information**
  - i. Official requests for public information will be referred by the Coordinator of the Student Travel Funding Allocation Committee to the Vice Chancellor for Financial Affairs or the Purdue Public Records Office for further action.

## **11. AMENDMENTS**

- a. This document may be amended by the Student Travel Funding Allocation Committee and the Vice Chancellor of Enrollment Management & the Student Experience.