STUDENT TRAVEL FUND GUIDELINES

Sponsored By:

PURDUE UNIVERSITY
FORT WAYNE

Student Government Association

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1. PURPOSE

a. Rationale

The purpose of these guidelines shall be to govern the distribution of Student Travel Fund by the Student Travel Fund Committee.

b. Viewpoint Neutral

All financial decisions made by the Student Travel Fund Committee 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 Fund 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 Fund awarded by the Student Travel Fund Committee 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 Fund 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 Fund that the Division of Enrollment Management & the Student Experience has adopted in governing the distribution of funds.

3. DEFINITIONS

a. **Student Travel Fund Committee:** The committee that reviews Student Travel Funding Requests, hears Student Travel Fund 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 Fund policy.

c. **Student**: Individual who is currently enrolled at Purdue University Fort Wayne or Indiana University 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 affiliated with a recognized student organization or the student's enrolled Purdue Fort Wayne academic department) to the Student Travel Fund Committee for Student Travel Fund. The Student Travel Funding Requests Form (www.PFW.edu/travel).
e. **Student Travel Fund Rubric**: Based on the Purdue Fort Wayne Baccalaureate Framework, rubrics that shall be completed by the Student Travel Fund Committee for all Student Travel Funding Requests to maintain equal and unbiased consideration for Student Travel Fund,
f. **Student Travel Funding:** All funds assigned to the Division of Enrollment Management & the Student Experience for Student Travel Fund through the SGA Allocations process.

4. STUDENT TRAVEL FUND COMMITTEE

a. Purpose

The Student Travel Fund Committee shall review all Student Travel Funding Requests. The committee shall follow the guidelines contained in these Student Travel Fund Guidelines and use the best interest of the student body in making decisions for Student Travel Fund Awards.

b. Membership

i. The membership of the Student Travel Fund Committee shall consist of:
   1. The Coordinator of Student Engagement shall serve as the Chair of the Student Travel Fund Committee.
   2. The Student Travel Fund Committee shall consist of 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 or designee, Chair of the Student Travel Fund Committee, 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. Members of the Student Travel Fund Committee are expected to sign a Committee Member Expectations Form upon appointment. This form outlines the responsibilities, attendance expectations,

and commitment required to serve as a member of the Student Travel Fund Committee.

6. 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 Chair of the Student Travel Fund Committee and the Student Government Association Student Body President.
        i. Membership shall be evaluated annually.
    b. Members may be removed from the committee after missing two or more committee meetings during the appointment year, as outlined in the Committee Member Expectations Form.

c. **Responsibilities**

i. The Student Travel Fund Committee shall meet during the first week of each month throughout the academic year (September – April) to review all outstanding Student Travel Funding Requests. If scheduled events, meetings or campus closures prevent the committee from meeting within the first week of the month, the Chair will arrange an alternative meeting time for that month accordingly. The Chair reserves the right to schedule additional meetings or cancel meetings on an as-needed basis.

ii. The Chair of the Student Travel Fund Committee shall regularly communicate with all members of the Student Travel Fund Committee to alert members of upcoming meetings, schedule changes, deadlines, and any other information relevant to the proper functioning of the Committee.

iii. The Chair of the Student Travel Fund Committee shall establish rules of order for Student Travel Fund Committee meetings. These rules shall not violate the fundamental principles of a democratically-operated deliberative body.

iv. The Chair of the Student Travel Fund Committee shall manage the communications, paperwork, and procedures necessary for the proper payment of approved funding.

v. The Chair of the Student Travel Fund Committee shall maintain records of all Student Travel Fund Committee decisions (approvals and denials) in the EMSE Student Travel Funding Records Spreadsheet.

vi. The Chair of the Student Travel Fund 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 Fund Website (www.PFW.edu/travel).

vii. The Chair of the Student Travel Fund Committee shall monitor all Travel Warnings and Travel Alerts for international travel requests.

viii. The Chair of the Student Travel Fund Committee shall appoint a student graduate intern or co-chair if desired to assist with compiling requests and paperwork for the Student Travel Fund Committee Meetings.

ix. Committee members may be assigned to one of the following roles during meetings. Roles may rotate throughout the academic year as determined by the Committee Chair.

1. Timekeeper: Manages presentation and discussion time to ensure meetings remain on schedule.
2. Clerk: Records meeting attendance, committee discussions, funding recommendations, and final decisions.
3. Meeting Coordinator: Assists with meeting setup, organization, and cleanup to ensure meetings run efficiently.

5. PURDUE FORT WAYNE STUDENT TRAVEL FUND

a. Funding Available

i. The Student Travel Fund receives its annual funding from an allocation from the Student Government Association (SGA) Allocations Committee.

1. Travel requests are funded by fiscal year ending June 30. For trips occurring from July 1st-September 30th, please see (Section 5.a.v) for reimbursement information.
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 the categories below.

1. Recognized Purdue Fort Wayne student organizations traveling on behalf of the organization in support of activities that benefit the University.
2. Academic group consisting of students affiliated with an academic department or discipline traveling in support of activities that benefit the University.
3. Individual students whose travel benefits the University and who are affiliated with either a recognized student organization or academic department.

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 if all pre-trip requirements are not completed.

iv. All available funding sources (including fundraising, academic department support, additional grants, and other external funds) must be pursued prior to requesting Student Travel Funds. Student requestors will be required to complete the Student Travel Funding Checklist to document efforts to exhaust other funding sources.

1. Failure to complete the Student Travel Funding Checklist may result in the committee declining to review the request. In some cases, incomplete submissions may also result in the student requestor not being invited to present before the committee.

v. Trips that occur between July 1st and September 30th will be eligible for funding via reimbursement *only*. Requests for trips within this timeframe must be submitted at least 30 days prior to the departure date.

b. Student Travel Funding Requests

i. Only Student Travel Funding Requests submitted by recognized Purdue Fort Wayne student organizations (in good standing with the Office of Student Life), Purdue Fort Wayne or Indiana University Fort Wayne individual students affiliated with a recognized student organization or academic department, or a group of Purdue Fort Wayne or Indiana University Fort Wayne students affiliated with an academic department shall be considered for Student Travel Funding by the Student Travel Fund Committee.

ii. At least two members of a recognized student organization must be traveling on behalf of the student organization group to receive Student Travel Funding.

iii. Student Travel Funding Requests shall include a detailed line-item breakdown of expenses, the purpose for traveling, the reason why the Student Travel Fund Committee 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.

1. Individuals travelers and groups traveling may only submit one request form per trip/event.

iv. All Student Travel Funding Requests must be submitted electronically at least 30 days prior to the trip's departure dates (i.e., if the trip is on October 30th, the Student Travel Funding Request should be submitted no later than September 30th).

1. In the event of extraordinary circumstances, the requester may petition the Student Travel Fund Committee to bypass the submission deadline by providing substantiation of circumstances, which shall include both of the following:
   a. A letter from any Dean or Chancellor;
   b. Documentation of extraordinary circumstances.
2. While deadline exceptions may be made on a case-by-case basis, meetings, presentations, and request reviews with the Student Travel Fund Committee are not guaranteed if Student Travel Funding Requests are not submitted on time.

v. Requesters are required to give a presentation to the Student Travel Fund 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 Fund Committee members may ask questions of the presenters.

1. Petitions to have more than ten (10) minutes of total presentation and question time may be granted by the Student Travel Fund Committee on a case-by-case basis.
2. Student Travel Fund Committee has the ability to extend the question time by obtaining approval from the Committee Chair at the time of the presentation.

c. **Permissible Uses of Student Travel Funding**

i. Permissible activities shall include, but not limited to: conferences, conventions, tours, training sessions, workshops, competitions, and humanitarian activities organized by recognized not-for-profit organizations.

ii. 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.

iii. Purdue University International Travel Insurance is required for all international travel. All travelers will be issued an international travel insurance policy for any travel occurring outside of the United States that is funded by the Student Travel Fund Committee, unless the sponsoring academic department obtains it on the students' behalf. If the international travel insurance policy is obtained by the Chair of the Student Travel Fund Committee, the cost will be taken out of the total amount awarded to the group or individual.

1. The cost for Purdue international travel insurance is $32 per person. Total cost for international travel insurance must be included in the original request.

d. **Prohibited Use of Student Travel Funding**

i. Student Travel Funding shall not be used to fund activities that are required:

1. To receive course credits from any educational institution.
2. For the proper completion of any Purdue Fort Wayne programs, courses, certificates, or degrees.
3. To meet criteria established for membership in any organization.
4. For personal travel, leisure trips, or vacation purposes.

ii. Student Travel Funding must comply with Purdue Fort Wayne travel policies and regulations. The contact person for the Student Travel Funding Request is responsible for understanding and adhering to these policies.

iii. Purdue Fort Wayne does not reimburse for the purchase of personal domestic or international travel insurance.

   iv. Student requestors should be mindful of Travel Warnings and Travel Alerts when traveling internationally.
      1. For the U.S. Passports and International Travel: Alerts and Warnings information, refer to: http://travel.state.gov/content/passports/english/alertswarnings.html
      2. While Travel Warnings and Travel Alerts vary, Student Travel Funding shall not be awarded for destinations currently under Travel Warnings.
   v. If individuals and student organizations desire to seek Student Travel Funding regardless of active Travel Warnings, the student requestors shall provide supportive documents and information to appeal the prohibition during the five (5) minute presentation to the Student Travel Fund Committee.

6. STUDENT TRAVEL FUNDING REQUEST PROCESS

a. All Student Travel Funding Requests shall be submitted electronically to the Chair of the Student Travel Fund 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 Fund Website (https://www.pfw.edu/student-leadership/travel).
   ii. All Student Travel Fund Forms are available on the Travel Website (https://www.pfw.edu/student-leadership/travel).
b. After receipt of a Student Travel Funding Request, the Chair of the Student Travel Funding 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 Student Travel Fund Guidelines or Purdue Fort Wayne guidelines, the Chair of the Student Travel Fund Committee shall contact the requester and explain the changes and resubmission will be necessary for consideration.
c. Once a funding request has been checked over by the Chair of the Student Travel Fund Committee and found to be in accordance with the Student Travel Fund Guidelines and Purdue Fort Wayne guidelines, the chair will provide the Student Travel Funding Checklist. This checklist must be completed prior to referral to the Student Travel Fund Committee for consideration.
d. Once the student requestor has submitted a completed Student Travel Funding Checklist, the request will be placed on the appropriate Student Travel Fund Committee agenda for review and consideration.
e. The Student Travel Fund Committee shall evaluate each Student Travel Funding Request based on the established Student Travel Fund Rubric.
f. Once a request has been approved by the Student Travel Fund Committee, the Chair of the Student Travel Fund Committee shall manage the communications, paperwork and procedures necessary for the proper payment of approved funding.

g. If a Student Travel Funding Request has been denied by the Student Travel Fund Committee, the Chair of the Student Travel Fund Committee shall manage the communications necessary.
h. All students who are funded in whole or in part by the Student Travel Fund Committee are required to act in good faith to maintain consistency of the information provided on the Student Travel Funding Request Form.
    i. If the number of traveling participants for a funded trip change, the student requestor must notify the Chair of the Student Travel Fund Committee as soon as possible, and no later than seven (7) business days prior to departure. Changes or substitutions to names listed on the original request form or Student Travel Funding Checklist are not permitted. Funding allocations may be adjusted based on changes in attendance. Failure to comply with these requirements may result in all affected attendees being placed on funding probation.

7. OBLIGATIONS OF RECEIPIENTS OF STUDENT TRAVEL FUND AWARDS

a. The Chair of the Student Travel Fund Committee shall be responsible for establishing, amending, and managing standard forms and procedures to ensure that all obligations of Student Travel Fund recipients are being met in a reasonable and timely manner.
b. The University and the Student Travel Fund Committee 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 Student Travel Fund Committee are required to act in good faith to engage in the entire itinerary proposed to the Student Travel Fund Committee. Funding may not be used for non-approved activities. 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. Awarded students affiliated with a registered student organization or academic department must complete all required paperwork by the established deadlines. Paperwork includes, but is not limited to: Funding Contract, Hold Harmless Waivers, Payee Certification Form, Student Travel Reimbursement Form, Driver Authorization Forms, Student Travel Evaluation Form, and Visual Summary of the trip attended.
    i. For students affiliated with a registered student organization, Driver Authorization Form(s) will only be submitted on their behalf by the Office of Student Life. Students will be responsible for coordinating with the Office of Student Life to initiate this process.
    ii. For students affiliated with an academic department, Driver Authorization Form(s) will only be submitted on their behalf by their academic department. Students will be responsible for coordinating with their academic department to initiate this process.

e. Awarded students must provide detailed receipts of expenses, names of students who attended the trip, and any other relevant follow-up information to the Office of Student Life (Walb 210) or emailed to studenttravel@pfw.edu no later than their assigned reconciliation date.
    i. If awarded students make any purchases with the Committee Chair prior to their trip, they must submit the corresponding receipt to the Chair no later than one (1) calendar week after the purchase for business office processing. Failure to do so may result in each participating student being placed on funding probation.

f. Awarded students 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 during their Student Travel Fund Committee presentation.

g. The student requestor from an awarded trip is responsible for submitting a one-page Visual Summary graphic representation of their experience (i.e. event information from request, attendee quotes, details of what was learned, picture, etc.) to the Chair of the Student Travel Fund Committee no later than the assigned reconciliation date.

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 Chair of the Student Travel Fund 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 Chair of the Student Travel Fund 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 one calendar year.
    iv. Any appeal of funding probation can be made by the individual or organization to the Student Travel Fund Committee. Individuals or student organizations who wish to appeal a funding probation decision shall submit a Funding Probation Appeal Form to the Chair of the Student Travel Fund Committee via email within five (5) business days of receipt of the funding probation letter.

1. At the following Student Travel Fund Committee meeting, the committee shall make a decision regarding the Funding Probation Appeal. The Chair of the Student Travel Fund Committee shall contact the appellant with the committee's decision.
2. If the Student Travel Fund Committee's decision is unacceptable to the appellant, the case may be appealed to the Campus Appeals Board. Individuals or student organizations who wish to appeal to the Campus Appeals Board shall contact the Chair of the Student Travel Fund Committee within five (5) business days of the date of the appeal meeting with the Student Travel Fund Committee. The decision from the Campus Appeals Board is final and is not subject to further appeals.

b. Probation Guidelines

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

ii. Any individual or student organization that fails to use the Student Travel Funds 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 Chair of the Student Travel Fund Committee.

iii. Any awarded students that fail to provide detailed receipts expenses to the Office of Student Life (Walb 210) or email to studenttravel@pfw.edu by the assigned reconciliation date 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 Chair of the Student Travel Fund Committee.

iv. Any awarded students that use Student Travel Funding to meet a requirement outlawed under Section 5(b)(iii) of these guidelines shall be placed on funding probation for twelve (12) months.

v. Any awarded student that that violates any University policies or applicable laws while on a Student Travel funded trip shall be placed on funding probation for one (1) calendar year.

9. FUNDING CAPS

a. Recognized student organizations may receive up to $6,000 from the Purdue Fort Wayne Student Travel Fund per fiscal year (July 1 – June 30). All awarded funds will count towards the individual students $9,000 cap for the duration of an individual's enrollment at Purdue Fort Wayne or Indiana University Fort Wayne.

b. Individual Student Funding shall be capped at $1,500 per fiscal year (July 1 – June 30). Individual Student Travel Funding shall be capped at $9,000 for the duration of an individual's enrollment at Purdue Fort Wayne or Indiana University Fort Wayne.

c. Groups affiliated with an academic department or discipline shall be capped at $6,000 per fiscal year (July 1 – June 30) 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 or Indiana University Fort Wayne.
d. Individual fiscal year cap of $1,500 includes student participation in a group or student organization trip. If a student participates in a group/student organization trip, the amount spent on the individual student will count towards their total individual fiscal year cap.
e. Requests for funding by student organizations or individuals that have already met funding caps for the fiscal year shall be automatically rejected by the Chair of the Student Travel Fund Committee. The Chair of the Student Travel Fund Committee shall notify the requesters of the rejection and explanation of funding caps and relevant policies.

10. FINANICAL RECORDS

a. Record Maintenance

i. The Chair of the Student Travel Fund 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 Fund.

b. Public Information

i. Official requests for public information will be referred by the Chair of the Student Travel Fund 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 Fund Committee and the Vice Chancellor of Enrollment Management & the Student Experience.