

Student Affairs Travel Fund Guidelines

SUBMISSION & AWARD PROCESS

- Student organizations must complete and submit the Student Affairs Travel Fund Request Form, located under the “Forms” tab in [BearthatHQ](#), no later than **30 business days prior to the first day of travel**. *Please note that weekends, holidays, and university closures are excluded from this timeframe.*
- Requests submitted fewer than 30 business days before travel will not be accepted, and no exceptions will be made.
- Due to fiscal year deadlines, travel requests for the month of August will not be accepted.
- If awarded, the organization will receive a funding confirmation letter via email, detailing the approved amount and its intended purpose and next steps.
- Awarded funds will be disbursed **after travel is completed** and all required post-travel documentation is submitted and approved.
- All questions and correspondence should be directed to satravel@shsu.edu.

FUNDING CRITERIA

- Student organizations must be in good standing with the university and listed on BearkatHQ.
- All students traveling must have a minimum overall **2.0 GPA** and, at least, **part-time enrolled at SHSU during the time of travel**. If the travel falls between semesters, the student must be enrolled, at least, part-time in the current and upcoming semester. *For example: if travel is during winter break, the student must be enrolled in the fall and spring semesters.*
- The event must be **within the United States**. *No international travel will be funded.*
- Priority for funding is given to:
 - Student organizations who have not received assistance from the Student Travel Fund in the current fiscal year (Sept-Aug) or;
 - Newly established organizations
- Student travel must not be scheduled based on the preconception that funds will be awarded.
- The intent of the Student Affairs Travel Fund is to financially **assist** student organizations with their travel needs and not be the sole source of funding.
- Each student organization is expected to have fundraised and planned/budgeted properly to completely fund their travel.
- If funding assistance is awarded, student organizations must be able to cover the remaining travel expenses.
- Eligible expenses: Registration fees, lodging, mileage, ground transportation, and airfare.
- Ineligible expenses: Meals, baggage fees, hotel incidentals, and Texas state hotel taxes.

- Hotels must be booked directly (*not through third-party vendors like Expedia, Airbnb, etc.*).

POST-TRAVEL FUNDING REQUIREMENTS

Student Organizations who have received financial assistance from the Student Affairs Travel Fund must submit the following information via email **no later than 14 business days after** the last travel date.

1. Post-travel event summary to include:
 - a. Date and location of the event
 - b. Information that supports the benefit to the student organization and the university
 - c. Provide at least two pictures from the event
 - d. List honorable speakers, if any
 - e. Include awards/prizes won, if any
2. Receipts based on funding. *For example, if awarded for lodging, submit all hotel receipts.*
3. If a student organization is seeking reimbursement, they must complete the [SHSU Payee Form](#) and [IRS W-9 Form](#).
 - a. If the final cost of travel is lower than the amount awarded, student organizations will receive reimbursement for the actual expenses incurred. Any remaining funds will be reallocated to support additional travel requests from other organizations.
4. The organizations advisor must fill out the [Clery Act Travel Form](#).

If the required information is not received by the date requested, the organization will be placed on SUSPENSION from the Student Affairs Travel Fund for one academic year.