Dean of Students Student Travel Funding Guidelines

Funding will be allocated in accordance with the Southeast Missouri State University travel policies. Funding requests are limited to $500.00 or less. The final approval of all committed funds will be left to the discretion of the Dean of Students and/or Assistant Dean of Students, and is distributed on a first-come, first-served basis. Submission of this travel funding request does not grant automatic approval for travel funds. The student(s) will receive a decision after the travel funding request is received and reviewed. If funded, the student(s) will receive further instructions as needed. Once funding is depleted, no further travel funds will be considered or awarded regardless of timing during the academic year.

Restrictions:
• The Dean of Students does not fund travel requests outside the United States.
• If a student travels without prior approval, then the student will not be subject to reimbursement.
• Student travel funding requests are limited to one per student per academic year unless requests do not exceed the maximum of $500.00 per student.
• Applications must be received 30 days prior to travel. Incomplete applications will not be reviewed.
• Students who are requesting a cash advance and or advanced funds to pay for conference registrations and/or airline tickets must submit the request at least 60 days in advance.
• Students are expected to solicit funds from his/her department or other campus sources.

Requirements:
• Students who are presenting research at a professional conference/meeting will be given first priority. All applicants must show evidence that the travel will support their educational and/or career development.
• A letter of support from the approving faculty or staff member is required which explains the educational/professional benefit of the travel (for the student and/or institution).
• The student traveler has five (5) working days to submit original receipts to the Dean of Students’ Office after returning from the trip.
• The student traveler must be enrolled during the semester of travel.
• The student traveler must provide the name and contact information to the Dean of Students office for the sponsoring department if applicable.
• The student traveler and sponsoring faculty/staff member are required to review the University’s OVERNIGHT GROUP TRAVEL GUIDELINES when applicable. If you would like a copy of the guidelines, send an email request to the deanofstudents@semo.edu.
Submit ALL the following documentation to Ms. Tammy Underwood, Executive Assistant to the Dean of Students in UC 422:

1. Completed Student Professional Development Funding Request

2. Graduate School Travel Funding Guidelines
   Please click on the following link for the Graduate School request form or go to the School of Graduate Studies home page, click on the current student link on the left, and then scroll down to the student forms link. 
   Graduate Student Professional Development Request Application

3. Signed Student Travel Release Form
   No student travel will be approved without a completed release form.

4. Letter of Support/Departmental Letter
   A letter of support from the approving faculty or staff member is required which explains the educational/professional benefit of the travel (for the student and/or institution).
   It is expected that students will solicit funds from his/her department or other campus sources. The letter should also address other funding requests and the amounts granted. This can be submitted via e-mail.

5. Confirmation of acceptance to present at an event if applicable
   Conference schedules need to be submitted showing a listing of date and time of presentation and/or an e-mail from a conference representative confirming that the student(s) is presenting.

6. Abstract of paper or presentation to be presented if applicable

7. Completed conference registration form if applicable
   Registration fees must be noted.

8. Copy of airline reservation and/or rental car reservation
   Please ensure that the reservation shows arrival and departure times. Non refundable tickets will not be reimbursed if the student is unable to attend for any reason.

9. Copy of hotel accommodations if applicable
   Please ensure that the documentation shows the total estimated amount for the stay.
Quick Reference Guide for Travel Cost Reimbursement

<table>
<thead>
<tr>
<th>Airfare</th>
<th>Keep the original detailed itinerary/receipt showing names of the passenger and the airline, boarding passes, the amount paid, and the scheduled departure and return dates and times.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>Unless prior approval is granted, registration fees will only be reimbursed if the student pays the registration fee in advance and provides a written receipt that indicates the amount paid.</td>
</tr>
</tbody>
</table>
| Lodging                                                                 | For overnight stays, students can be reimbursed for lodging expenses up to $100 per day as a portion of their allowable travel funds. 

- When sharing the hotel room with another student, ask the hotel to prepare separate receipts. If they will not do this, try to get both names listed on the receipt. When checking out, each traveler should pay for his/her share of the room expenses.  

- Keep the original detailed receipt showing the name of the traveler, the name and location of the hotel, a daily itemization of charges, and the amount paid. |
| Rental Cars                                                             | Rental cars should be reserved through Enterprise when available.  

- Rental car expenses may not be split between travelers, and gasoline expenses may only be reimbursed to the person who rented the car.  

- Only rentals for compact, intermediate or full size sedans are reimbursed. If you need a larger vehicle, you must justify that choice in writing.  

- Get an itemized receipt for your rental car expenses when you turn in the car. |
| Personal Cars                                                           | Travel funds ONLY cover Personal Auto Mileage when approved prior to the trip.  

- Gas expenses are not reimbursed. |
| Meals                                                                   | Meals are reimbursed at a per diem rate as determined by the University’s travel guidelines ([http://www.semo.edu/accountspayable/additional_information.htm](http://www.semo.edu/accountspayable/additional_information.htm)). Itemized receipts are necessary to receive these funds.  

- Meals included with registration fees or on the scheduled agenda should not be claimed for reimbursement. |
Student Travel Release Form

I understand and agree that university-related activities of Southeast Missouri State University (including travel for these activities) involve certain known risks, including but not limited to, transportation accidents, personal injuries, and loss or destruction of my property. I understand and agree that Southeast Missouri State University cannot be expected to control all of said risks. In consideration of the benefits I will receive through my participation in the activities of Southeast Missouri State University, I hereby expressly and knowingly RELEASE SOUTHEAST MISSOURI STATE UNIVERSITY, ITS OFFICERS, AGENTS, VOLUNTEERS, AND EMPLOYEES FROM ANY AND ALL CLAIMS AND CAUSES OF ACTION I MAY HAVE FOR PROPERTY DAMAGE, PERSONAL INJURY OR DEATH SUSTAINED BY ME ARISING OUT OF ANY TRAVEL OR ACTIVITY CONDUCTED BY, OR UNDER THE AUSPICES OF SOUTHEAST MISSOURI STATE UNIVERSITY, WHETHER CAUSED BY MY OWN NEGLIGENCE OR THE NEGLIGENCE OF SOUTHEAST MISSOURI STATE UNIVERSITY, ITS OFFICERS, AGENTS, VOLUNTEERS, OR EMPLOYEES.

I hereby understand that the cost of any medical treatment for any of the situations listed above will be my responsibility.

SIGNATURE: _____________________________________ DATE: _________________
(PARTICIPANT)

If the participant is under 18, I am signing as a parent or guardian to reflect my agreement to indemnify (that is, protect by payment or reimbursement) Southeast Missouri State University from any claim which may be brought by or on behalf of the participant, or any member of the participant’s family, for injury or loss resulting from those inherent risks of the course, described above, and from the negligence of the participant or Southeast Missouri State University.

SIGNATURE: _____________________________________ DATE: _________________
(PARENT OR GUARDIAN)
To request student professional development funds, the student must be **enrolled at time of travel**, provide the following information on this form and return it to the Dean of Students in the University Center Room 422. If funding is approved by the Dean of Students, the student **must return original receipts** which total the approved funding amount following the travel to the Office of Student Development in order to receive reimbursement. You must also read and follow the University’s Travel Policy and Procedures located at [http://www.semo.edu/accountspayable/travel.htm](http://www.semo.edu/accountspayable/travel.htm). If you return receipts for your reimbursement that are in another person’s name, you must also return a dated, signed statement from that person indicating the amount you gave to them for your portion of the cost. All original receipts must be returned to the Dean of Students office within five (5) business days following travel dates.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Date</th>
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<tbody>
<tr>
<td>S01</td>
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<table>
<thead>
<tr>
<th>Local Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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<thead>
<tr>
<th>Local Telephone</th>
<th>Your University Email</th>
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<tbody>
<tr>
<td></td>
<td>@semo.edu</td>
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<thead>
<tr>
<th>Name of University Faculty or Staff Sponsor</th>
<th>Major</th>
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<tbody>
<tr>
<td>(cannot be another student)</td>
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**Please indicate:**
- State
- Regional
- National meeting/conference

Name of Organization

Location of meeting/conference

Dates of travel

**Purpose (please explain fully):**

**Explain how this activity will benefit you as a student as well as the University:**

Estimated Expenses:

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Meals</th>
<th>Room</th>
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<table>
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<tr>
<th>Registration</th>
<th>Other</th>
<th>TOTAL</th>
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Other Funding Sources:

Amount

Faculty/Staff Endorsement: *I endorse the student’s attendance at this event and have assisted student with travel budget.*

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<thead>
<tr>
<th>Signature of Student</th>
<th>Signature of Faculty or Staff Sponsor</th>
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<table>
<thead>
<tr>
<th>Dean of Students (Designee)</th>
<th>Date</th>
<th>Amount Approved</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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