



TRAVEL FUNDING PROCESS

Frequently Asked Questions

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What should I do if I don't have access to the Treasury module from the More menu?	Please contact your student organization administrator. All administrators were sent an email with instructions for activating the "GROUP" permission to the treasury tool.
What if I don't know who my student organization administrator is?	<ol style="list-style-type: none">1. Go to asuu.utah.edu2. Click on Student Organizations.3. Select Login and log into your student organization.4. Click on People on the top bar.5. Click on the triangles next to ALL People for a drop-down menu.6. Click on administrators.7. Click on each administrator to get their email.8. Send ALL administrators the email to increase your chances of getting access as soon as possible.
What if I don't belong to a student organization, but I AM traveling for academic purposes?	You would travel through your Student Advisory Committee (SAC) if you are an undergraduate and a GSAC if you are a graduate student. Search for your department name under groups to find your SAC/GSAC.
What if I can't find my SAC/GSAC?	You will need to contact your department administration to get permission to set up the SAC/GSAC as a new ASUU group. Once you have permission: <ol style="list-style-type: none">1. Go to asuu.utah.edu2. Click on Student Organizations3. Select "Start a Group"
What if I don't belong to a student organization, and I'm NOT traveling for academic purposes?	You must be part of an ASUU student organization (a student group or Student Advisory Committee--SAC/GSAC) to receive travel funding.
How do I become a member of an ASUU student organization (student group or SAC/GSAC)?	<ol style="list-style-type: none">1. Go to asuu.utah.edu>Student Groups>Login2. Search for a student organization of interest.3. Currently registered student groups should have a green "Join Now" button.4. Give a reason for joining in the box.5. Submit your request.6. You may want to email the officers of the student organization to let them know you are waiting for approval of your membership. Click on the Profile tab and scroll down to find a list of officer's emails.
Can I apply for any type of travel?	No, the travel purpose needs to match the purpose of the organization or academic pursuits.
How do I find the travel application?	REMEMBER! You must be a member of a student organization to apply for travel funding from ASUU and your trip must be connected to the purpose of the student organization. <ol style="list-style-type: none">1. Go to asuu.utah.edu2. Click on Student Organizations3. Login using your uID4. Select the group you plan to travel through under the "My Memberships" dropdown menu on the top bar.5. Click on "More" on the "Home" bar.

	<ol style="list-style-type: none"> 6. Select Treasury 7. Click on Manage Budgets 8. Click on the green "New Budget" button. 9. Create a Budget Request for your trip.
How early can I apply for travel to ensure funding?	Once the travel application is open (usually early fall semester), students can apply as soon as you can come up with an estimate for the non-food travel expenses. Per Redbook the Travel Committee must meet once a month from August to April.
Can I apply for travel even though I have already traveled?	Yes. Per Redbook, students can receive up to \$400 per trip and a maximum \$800 per fiscal year. Keep in mind, travel expenses are reimbursed at 50%. You must have at least \$800 of eligible expenses to receive a \$400 travel award.
Is there still money left for travel funding?	Per Redbook, the minimum budget for travel funding is 5% of the ASUU Budget. Applications are reviewed on a first come, first served basis. Apply early to increase your chance of funding.
What is the maximum funding for travel?	Up to \$400 per trip - \$800 per fiscal year
Group Travel means one payee?	Yes. In some cases, a department may fund a group traveling to a conference. One of the students or an advisor can apply for travel funding on behalf of the group, submit the receipts or travel packages for review and reimbursement. In other cases, a sport club may travel as a group. The coach or team leader may apply for ASUU travel funding on behalf of the group. (The definitions below may be helpful.)
What is the difference between the four categories of travel?	<p>Group Department Supported Travel - select when ALL criteria below are TRUE:</p> <ol style="list-style-type: none"> 1. Your group IS receiving University of Utah Department support. 2. Final Reimbursement Request for University of Utah Travel Department MUST be prepared by the Department Travel Coordinator or Administrator. 3. Two or more travelers with the same itinerary. 4. ONLY ONE traveler completes this Budget Request for the entire group. 5. ONLY ONE reimbursement will be issued to reimburse the entire group via journal entry (if full reimbursement from the department has already occurred) or a check if reimbursement has not occurred. 6. ALL Travelers MUST be members of the SAME ASUU student organization. <p>Group Travel (NO department support) - select when ALL criteria below are TRUE:</p> <ol style="list-style-type: none"> 1. Your group IS NOT receiving University of Utah Department support of any kind (no funding, no administrative support to prepare the travel package). 2. Two or more travelers with the same itinerary. 3. ONLY ONE traveler completes this Budget Request for the entire group. 4. ONLY ONE reimbursement will be issued to the traveler applying to reimburse the entire group. 5. ALL travelers MUST be members of the SAME ASUU student organization.

	<p>Individual Department Supported Travel:</p> <ol style="list-style-type: none"> 1. You WILL be receiving funding for this trip from another University of Utah department or source. 2. Final Reimbursement Request for University of Utah Travel Department MUST be prepared by the Department Travel Coordinator or Administrator. 3. Each individual must complete a separate Budget Request for their trip. 4. Contact information for DEPARTMENT PERSONNEL processing travel required: First & Last name, email, phone number. 5. The amount of funding received from outside sources (not ASUU) MUST be disclosed. (Estimates are acceptable.) <p>Individual Travel: You WILL NOT be receiving support from a University of Utah Department. Individual does not qualify as for any travel category listed above. The individual completes the Budget Request for the trip.</p>
Now that I have my travel award, how do I get my money?	<p>Part 2 of the ASUU Travel Funding Process gives specific instructions for reimbursement. Please follow these directions carefully. They are found on the same web page as the Frequently Asked Questions link. (asuu.utah.edu/funding)</p> <p>REMEMBER:</p> <ol style="list-style-type: none"> 1. Pay attention to the 30-Day Due Date. 2. Receipts with proof of payment are required. 3. It may take 6-8 weeks to receive reimbursement.
Now that I have submitted for Travel funding, how long until I know my award?	<p>The ASUU Travel Committee is required to meet once a month, but may meet more frequently if needed. You can contact ASUU Finance Board Director for the dates and times of scheduled meetings (finance@asuu.utah.edu).</p>
What if my student organization runs out of funding before I have an opportunity to apply for travel funding?	<p>Student organizations are capped at \$5,000 of ASUU funding for the year. This includes all funding (Assembly Bills, Budget Process, and Travel). Some student organizations do use all of their funding and leave some of their members without the opportunity to apply for travel funding. If you are traveling for academic purposes, you may have two options. You could apply through your academic student group or you may also want to try the Student Advisory Committee (SAC) for undergrads or the GSAC for graduates in connection with your department.</p>