Eligibility

1) Funding must be for travel
   a. Travel is defined as meeting one of the following three conditions:
      i. An event that is at least 100-mile radius away from the University of Utah
      ii. An event that involves an overnight stay
      iii. An event with airfare involved
2) Students must be a currently enrolled student.
3) Applications must be received by the application due date in order to be considered. **Late applications will not be accepted**, except in the case of extremely extenuating circumstances.
   a. If you are considering going on a trip or a conference, please apply ahead of time, even if you are not confirmed to go or accepted to a conference yet.
   b. If you are planning on going to a conference, workshop, or competition that has not finalized their dates yet, please put the anticipated dates for the purposes of the application. This can be updated later if necessary.
4) Students may apply through one of two processes: Individual or Recognized Student Organization. Most students apply through the Individual application process.
5) Travel cannot be funded through Assembly.
6) If you are a newly recognized student organization there is a 16-week waiting period before you can apply for more than $100 of ASUU funding (ex: if you are recognized as a student group on September 1st, you cannot submit an ASUU application for greater than $100 in ASUU funding until 16 weeks after that date of recognition).
7) Applications will be awarded on a first come first serve basis within time-period windows
2019-2020 Travel Funding Guidelines

Travel Deadlines

- Travel for July 1- August 31st
  - Application Due: September 1st
  - Decisions Sent No Later Than: September 30th
- Travel for September 1st- November 30th
  - Application Due: October 1st
  - Decisions Sent No Later Than: October 31st
- Travel for December 1st- January 30th
  - Application Due: November 1st
  - Decisions Sent No Later Than: November 30th
- Travel for February 1- February 29th
  - Application Due: January 1st
  - Decisions Sent No Later Than: January 30th
- Travel for March 1st- March 31st:
  - Application Due: February 1st
  - Decisions Sent No Later Than: February 28th
- Travel for April 1st-April 30th
  - Application Due: March 1st
  - Decisions Sent No Later Than: March 31st
- Travel for May 1st- June 30th
  - Application Due: April 1st
  - Decisions Sent No Later Than: April 30th

Use and Restrictions

*Humanitarian trips:* The Travel Committee will only consider humanitarian trips that meet all of the following conditions:
  - The trip must be sponsored by a recognized student organization, university department, or College.
  - If the trip is international, the trip must be registered with the university.
  - If you indicate that your trip is humanitarian, you will be required to submit a post-event form before reimbursement. Failure to submit this form may result in a denial of reimbursement.

*Research trips:* Only non-credit based research (extracurricular research, separate from dissertation or thesis) is eligible for travel funding. This will require an additional letter from your department with your application to be approved. The letter must meet the following conditions:
  - On department letterhead
  - Confirming dates of travel
- Confirming location of travel
- Discussing purpose of research
- Confirming that the research is extra-curricular and not directly related to course of study (thesis, course, or dissertation)

**International trips:** International trips must be registered with the university by the time of application in order to be considered. As of October 2016, the University of Utah requires through University Rule R3-030D (International Travel Safety and Insurance) that all international trips be registered at least three weeks in advance and that travelers enroll in a University-affiliated international travel and emergency evacuation insurance. Additionally, travelers must abide by all active travel warnings and restrictions. We cannot process a reimbursement for travel if the trip does not meet these conditions and will therefore deny requests that were not registered and enrolled in insurance three or more weeks before international travel. *Reimbursements for international travel are subject to change based on university policy.*

**Group travel:** To be considered group travel under the definition for the University of Utah, there must be 10+ people traveling.

**Eligible Expenses**
- Hotel (including one night prior and one night after)
- Airfare
- Registration to the conference, workshop, or event
- Poster printing

**Non-eligible Expenses:**
- Entertainment expenses at conferences/workshops/events (ASUU will not fund)
- Per diem/food (ASUU will not fund)
- Annual organization memberships (ASUU will not fund)
- Any trips in which students receive course credit (such as a study abroad, service-learning course, etc) (Travel committee will not fund)
- Internships, residencies, and rotations (Travel committee will not fund)
- Computer Software (ASUU will not fund)
- Academic, Editorial, or Literary Publications (ASUU will not fund)
- Intramural Sports Teams or NCAA Teams (ASUU will not fund)
- Tuition/Scholarships (University Policy restricts)
- Alcoholic Beverages (University Policy restricts)
- Weapons (University Policy restricts)
- 12-15 Passenger Vans (University Policy restricts)
- Building Repairs, Operations, or Maintenance (University Policy restricts)
- Individual Letterhead or Business Cards (University Policy restricts)
- Cash Awards, Gifts, or Gift Cards (University Policy restricts)
- Gambling/casino nights (State, University, and ASUU restricts)

Additional Fees
Due to university policy, travel reimbursements are charged the following fees (which are subtracted from the total amount reimbursed):
- $8 in-state travel fee
- $12 out-of-state travel fee
- $20 international travel fee

Additionally, due to the significant carbon emissions that travel creates, we have started a carbon offsetting fee which goes to fund carbon neutrality investments on campus. This is an optional fee for the 2019-2020 school year.
- $5 carbon offset fee (optional)

Application Process
For Individuals: Most requests for travel funding should use the individual form. Unless you are going to a training that directly benefits the development, function, and/or leadership of a specific organization (ex: DECA leadership group, Model UN competition), students should use the individual travel form when applying for travel.

For Recognized Student Organizations: please submit a request through the organization’s Campus Connect profile. An officer must submit the request before the application due date. Additionally, the Treasurer and at least one other member of the organization must have completed and uploaded proof of completing the ASUU finance training modules. Money spent on travel through a Recognized Student Organization will be subtracted from the organization’s overall funding cap.

Approval and Reimbursement Process
- All funding for travel is reimbursement only. There are no exceptions to this rule.
- All expenditure requests must be turned in within 30-days from the date on the receipt, invoice, payment, or last date of travel.
- All receipts must include the following information:
  - Name of the vendor
  - Date of purchase
  - Last four digits of the card used for payment
  - The amount of the purchase
  - An itemized description of all items purchased
- Students must submit a copy of their conference program/letter/screenshot of the conference website that includes the following information:
  - Location of the event
- Dates of the event
- Name of the event

If you plan to split the cost of a hotel room, Airbnb, or any other costs, please contact Esther Okang immediately to discuss options before making any purchases. **Under no circumstances should students Venmo or otherwise pay each other for a split expense.**

If you have received funding from another university entity, you should send an e-mail to Esther Okang with the information for the other travel coordinators.