

FGCU STUDENT GOVERNMENT
Special Conference and Travel Committee (SCT Committee)

- Submit your **COMPLETED** Travel Request Packet a minimum of four (4) weeks prior to departure or initial payment being made whichever comes first. (Tip: Five weeks prior is recommended, so if you've made any mistakes in your packet, you might have time to rectify and meet the four-week deadline.)
- Be advised the requirements for **INTERNATIONAL Travel** may be different. See the guidelines set by the Office of Student Involvement for more details.
- A Complete Travel Request Packet includes:
 - ✓ Travel Request form with all applicable signatures
 - ✓ Cost breakdown spreadsheet (Price quotes for accommodations, transportation, registration fees, and other anticipated expenditures)
 - ✓ Official trip itinerary
 - ✓ Provide fundraising information
 - ✓ Tentative list of students traveling including the Procedure on how students will be selected.
- Present your request at the next scheduled SG SCT Committee meeting upon invitation from the chair. You are required to bring a copy of your Travel Request Packet, and you should be familiar with The Student Government Finance Code. A representative from the entity submitting the request must attend the meeting. A member of the SCT Committee cannot, under any circumstances, be the entity's representative.
- Upon approval of the Travel Request Form, you must meet with the Office of Student Involvement to discuss internal procedures and purchasing arrangements.
 - Travel Funding Limitations
 - RSO's may request travel funds up to four (4) times per fiscal year
 - RSO's are limited to the travel cap as outlined in the Finance Code
 - No more than one (1) RSO may receive travel funding for the same program per year
 - Travelers shall stay four to a room if possible
 - All travel arrangements must be made in compliance with FGCU Travel Policies, Student Government Finance Code and Florida Statues.
- Prohibited Expenditures/Use of A&S Fee – Includes but are not limited to the following:
 - Alcohol
 - Direct or indirect contribution to a political candidate, political party, political committee or committee of continuous existence.
 - Rental of or expenditures towards functions hosted in private residences.
 - Use of A&S Fees to benefit activities for which admission fee is charged to students, except for student-government-association-sponsored concerts.
 - The transfer of A&S funds to outside revenue accounts and the use of A&S funds for personal benefit.
 - Graduation related item.
 - Placement tests, preparation courses, or certification courses primarily benefit the individual.
 - Fines, late fees, penalties (including parking tickets).
 - Money spent prior to an allocation being made

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How does creating this committee help students?

The SCT Committee will create an efficient process to enable student organizations to have an opportunity to receive necessary funding for purposes of travel in a timely manner.

How will this impact student travel?

This committee will ensure all traveling will be beneficial to only FGCU students, the student organizations and the campus community. Traveling that doesn't meet those qualifications will not be sponsored by this fund.

Who is eligible for this travel allocation?

This allocation is open to all student organizations that fall under the classification of a Registered Student Organization.

How are student organizations going to get funding?

Student Organizations will submit a request form which will be forwarded to the SCT committee to follow the Travel Request process.

How is this process fair to student organizations?

This committee will provide individualized attention to organizations during the Travel Request Process.

How will this impact Student Government?

The creation of this committee will create an atmosphere where leaders are actively working for the students and their travel needs more directly as they occur. This committee will meet with organizations consistently.

How will this be regulated?

It will be the purpose of the SCT committee to oversee all conference and travel expenses, therefore it will be this committee's obligation to regulate the travel account and expenditure process.

How is this process affect the ABA or Senate Bill Process?

The Annual Budget and Senate Bill request will no longer deal with student organizational travel funding. If an organization needs to travel they will follow the guidelines set by the SCT committee. Through the ABA process the SCT committee will make a recommendation for the amount to allocate for student organizations travel to the Senate Appropriations Committee. (The first year will be reflective an amount of 50,000 or more.)

What happens when funds run out?

Conference and Travel funds are to be dealt with on a first come first serve basis and shall be distributed as deemed necessary. If funds have depleted, Student Organizations and the Senate will be notified.

How would request being totally denied be handled?

Although coming student organizations should be aware that funds are not guaranteed, the Conference and Travel funds committee will inform you if funding will be denied with justification.

What if an organization doesn't meet the deadlines provided?

In efforts to hold student organizations accountable, if an organization were to miss a deadline it would be at the discretion of the committee whether or not they would review the proposed request.

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What are the long term benefits for this process?

The SCT Committee will create a more streamline process to enable student organizations to receive travel fund.