

Academic Travel Fund Committee
Policy Governing Committee Allocations and Structure

Purpose

The Student Government Association of Georgia College has the ability and discretion to fund students who are presenting academic research or participating in an educational conference throughout the year.

Options and Procedure for Funding

I. Presentation Travel Fund

- a. The Academic Travel Fund Committee is awarded annual scholarship funds from the Heritage Fund. These funds are primarily designed to provide partial funding to students, in any department, presenting scholarly research an educational conference. Additional funding though SGA may be awarded at the discretion of the President.

i. Criteria for Consideration

1. An individual student may seek funds only once per semester.
2. Ability to present a brief synopsis of research to the committee.
3. Must present scholarly research at an educational conference.

ii. Requirements before travel

1. Academic Travel Funding Application must be submitted and completed a minimum of 72 business hours in advance of departure for any travel to be funded.
2. Obtained a Faculty Sponsorship signature verifying sponsorship.
3. Obtained a Dean Sponsorship signature verifying sponsorship.

iii. Requirements after travel

1. Submission of Receipts

- a. Receipts must be itemized and included with the “Post Travel Report” when seeking reimbursement.
- b. Failure to submit all receipts following fifteen calendar days upon return of the conference results in an immediate forfeit of allocation.
- c. Receipts must be itemized and list the name of the establishment and phone number.

2. Presentation on Campus

- a. The SGA Treasurer will host an annual presentation on campus in which each recipient will be required to attend and present research or presentation.
- b. Confirmation of attendance is required for reimbursement.

3. Submission on Campus

- a. The recipient shall submit the paper or project for consideration to *The Corinthian: The Journal of Student Research at Georgia College* and to the Georgia College Student Research Conference.

4. Thank You Note

- a. Recipients will be required to write a thank you note, minimum of 150 words to the University Foundation thanking the board for the support of their travel.
- b. Thank you note is to be handwritten.

5. Summary of Presentation

- a. Recipients of funding are required to write a summary of their trip, minimum of 500 words, which will be compiled and published in a report from the SGA Treasurer to the University Foundation and the student body. The publication will be archived in the SGA and University Archives.
- b. Full name and amount awarded must be indicated at top of paper.

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- c. Summary is to be submitted electronically in Microsoft Word 2003 format.
 - iv. Stipulations
 1. Students may receive eighty percent (80%) of the requested funds with a cap amount not exceeding \$400.00.
 2. Reimbursement will not be issued until all requirements listed in Article I, Section a, Subsection iii have been met.
 3. Students wishing to simply attend a conference and not present may not use these funds.
- II. Non-Presentation Travel Fund
 - a. The Academic Travel Fund Committee obtains funds internally from the Student Activity Budget Committee through SGA at the discretion of the President. These funds are primarily designed to provide partial funding to students, in any department, wishing to attend an educational conference.
 - i. Criteria for Consideration
 1. An individual student may seek funds only once per semester.
 2. Ability to present a brief synopsis of the conference they are wishing to attend.
 - ii. Requirements before travel
 1. Academic Travel Funding Application must be submitted and completed a minimum of 72 business hours in advance of departure for any travel to be funded.
 2. Obtained a Faculty Sponsorship signature verifying sponsorship.
 3. Obtained a Dean Sponsorship signature verifying sponsorship.
 - iii. Requirements after travel
 1. Submission of Receipts
 - a. Receipts must be itemized and included with the "Post Travel Report" when seeking reimbursement.
 - b. Failure to submit all receipts following fifteen calendar days upon return of the conference results in an immediate forfeit of allocation.
 - c. Receipts must be itemized and list the name of the establishment and phone number.
 2. Summary of Presentation
 - a. Recipients of funding are required to write a summary of their trip, minimum of 1000 words, which will be compiled and published in a report from the SGA Treasurer to the University Foundation and the student body. The publication will be archived in the SGA and University Archives.
 - b. Full name and amount awarded must be indicated at top of paper.
 - c. Summary is to be submitted electronically in Microsoft Word 2003 format.
 - iv. Stipulations
 1. Students may receive eighty percent (80%) of the requested funds with a cap amount not exceeding \$200.00.
 2. Reimbursement will not be issued until all requirements listed in Article II, Section a, Subsection iii have been met.
 3. Students who are presenting scholarly research an educational conference are entitled to apply for these funds if the budget in the Presentation Travel Fund section of this policy has been depleted.

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Provisions and Governing Regulations

- I. The SGA Treasurer, with the consent of the SGA President has the authority to allocate funds for traveling while the student senate is in recess (i.e. Summer Semesters).
- II. Funds are allocated strictly on a reimbursement basis and no money will be compensated prior or during travel.
- III. Funds allocated are not authorized for use on food.
- IV. The ATFC Chairman reserves the right to decline reimbursement if any paperwork is incomplete, wrong, late, or if criteria or requirements to be met are deemed unsatisfactory.
- V. The SGA Treasurer reserves all rights and discretion for approval of reimbursements.