

Funding for NVC Student Travel Requests

Requesting Funds:

- At least one month notice for request of funding required. It is recommended that more notice be available to avoid increase of any costs. If there is an approval and costs increase, the increase must be covered by the requesting party.
- All requests must first go through the Student Activity fee committee for review and recommendations, and then must be approved by the VPSS.
- A budget breakout of all requested funds for expenses must be provided when submitting request for funding.
- A copy of the conference itinerary to include meals provided must be provided with request for funding.
- Request for funding may be approved in full or part by the Student Activity fee committee or the VPSS.
- A Justification form must be filled out when submitting request for funding
- If approved, a contract must be signed by students that provide a commitment back to the college. Student /s may select which one they would like to do. See below:
 - Provide 2 to 6 hours of information tables to educate the campus of the information they received. One member informed the group that two conferences he went to provided him with brochures and permission to duplicate them to inform his campus when he returned.
 - Provide volunteer hours to the college: 2 to 15 hours (depending on amount given to student).
- Students may be required to provide a deposit that would be returned once they have attended the conference and fulfilled contract agreement.

Travel Allocations:

- **Local (with-in 25 miles):** Up to \$150 for registration per person. All other expenses covered by department or student. *The fee committee and VPSS reserve the right to not approve the full amount requested and may require that the department and/or students cover a portion of expenses.

- **In State no hotel (one day conference):** Up to \$150 for registration per person. If the conference does not provide any meals, then a per diem may be allocated for meals (standard rate provided by Alamo Colleges). Group transportation request must be submitted to the committee for review and approval. *The fee committee and VPSS reserve the right to not approve the full amount requested and may require that the department and/or students cover a portion of expenses.

- **In state with hotel (multiple days):** Up to \$150 for registration per person. Up to \$200 night for hotel. Rooms must be shared by students (up to 4 per room; cannot have only one student per room if multiple students are going). If several students are attending, multiple rooms may be paid for. All students must sign an agreement of how they will conduct themselves during the conference and acknowledgment that they will be sharing a room. If the conference and/or hotel do not provide any meals, then a per diem may be allocated for meals (standard rate provided by Alamo Colleges). Group transportation request must be submitted to the committee for review and approval. *The fee committee and VPSS reserve the right to not approve the full amount requested and may require that the department and/or students cover a portion of expenses.

- **Out of State:** Up to \$200 for registration per person. Up to \$575 (depending on the location and amount of notification given, the committee may not approve this entire amount) for plane tickets and other transportation for major cities. This does not include parking or baggage. Students must fly coach and three quotes are required. Up to \$200 a night for hotel. Rooms

must be shared by students (up to 4 per room; cannot have only one student in a room if multiple students are going). If several students are attending, multiple rooms may be paid for. All students must sign an agreement of how they will conduct themselves during the conference and acknowledgment that they will be sharing a room. If the conference/hotel does not provide any meals, then a per diem may be allocated for meals (standard rate provided by Alamo Colleges). Group transportation request must be submitted to the committee for review and approval. *The fee committee and VPSS reserve the right to not approve the full amount requested and may require that the department and/or students cover a portion of expenses.

*Any additional requests or expenses (if not approved by committee) will require that the department or student/s pay for them.

- Department chairs will be emailed by the Office of Student Life to notify their teams to plan in advance for any student travel to incorporate into upcoming budgets. This can assist in covering any additional costs that are not covered by the Student Activity Fee.