

# CONFERENCE PRESENTATION TRAVEL GRANT GUIDE

Students have the opportunity to travel if they have been approved or selected to present at a conference. The purpose of the Conference Presentation Grant shall be to subsidize travel and expenses for students to present at conferences.

Travel can be simply driving or it can be in another state, with airfare and hotel. Since the travel process can be complicated, this cheat sheet can help you get started in your planning.

Please keep in mind that we cannot address every “what if” and so this document is not all inclusive. If you have questions or concerns regarding travel, please reach out to Christine Uphoff ([cmuphoff@usf.edu](mailto:cmuphoff@usf.edu)).

There are different restrictions based on where the conference is located. See this guide for all the restrictions with the Conference Presentation Grant for students. This grant is reimbursement only. No pre-payment will be made.

**Student must provide an official presentation acceptance email or letter from the conference at which they will be presenting to be considered for this grant.**

# GRANT REQUIREMENTS AND REGULATIONS

- Per Title VIII Finance Code: Students and/or student organizations that have or will receive full or partial funding for their travel expenses from another USF Department/Entity shall not be eligible for the SG Travel Funding.
- Grants are awarded during each fiscal year between July 1st - June 30th based on the Award Guidelines.
- Students traveling within the State of Florida may be awarded a Conference Presentation Grant with a maximum of \$250.00 per fiscal year
- Students traveling within the United States except in the State of Florida may be awarded a Conference Presentation Grant with a maximum of \$500.00 per fiscal year
  - No domestic traveler may be awarded more than \$500.00 per fiscal year
- Students traveling outside of the United States may be awarded up to \$750.00 per year to offset the cost of international travel, or the balance if the student has used
  - No international traveler may be awarded more than \$750 per fiscal year
- IN ADDITION:
- Students must be registered USF students both at the time they complete the application form and at the time they travel to their conferences
- Students traveling during the summer terms that are not enrolled in classes during the summer terms must have been enrolled for both the previous spring semester and the following fall semester

# TRAVEL DEADLINE

Planning, submitting, and approving travel is a process that is partly done by the student, partly done by the Office of Student Engagement, and approved by USF Tampa.

Since this is a multi-step process and we want to make sure that your travel experience is the best it possibly can be.

**We require ALL travel requests to be submitted NO LESS than 10 business days prior to the date you plan to travel. We recommend submitting it at least 6 weeks prior to the date of travel.**

**\*\*All receipts must be submitted within 3 business days of your return or the grant is subject to cancellation\*\***

# TRAVEL REQUEST: SUBMISSION & APPROVAL PROCESS

# 1

Fill out the Conference Presentation Grant Form located on BullsConnect or the SGA Website and submit it at least 10 business days prior to the travel.

It must be signed through DocuSign and emailed with your acceptance letter to Christine Uphoff at [cmuphoff@usf.edu](mailto:cmuphoff@usf.edu)

It can take up to 5 -7 business days to process this application.

This is where you will have to do some research to determine the various costs associated with your travel.

This form will ask for details related to your travel and it's cost.

This will help all those involved understand the importance of your proposed travel.



The following is a list of items that you will need to know in order to fill out your Conference Presentation Grant Form. This list is not all inclusive, and includes pieces that may not be applicable to you and are listed on the form.

- Conference registration costs per person.
  - Please include a link to the conference website/flyer
- Flights and Airfare Price Comparison
  - You can use any website to research flights
- Hotel
  - You can use any website to research hotels
- Rental Car
  - Travel to and from the conference
- Mileage
  - Mileage can be calculated at 0.445 cents a miles

# AFTER SUBMITTING YOUR TRAVEL REQUEST FORM

The Office of Student Engagement will reach out to the student who filled out the form and go over the procedure for travel and the reimbursement.

At the meeting, we will go over each item on the form and go over the next steps for submitting travel.

Those could include:

- The travel waiver
- What documents are needed while traveling
- What happens when you come back from travel

# 2

# COMPLETE TRAVEL WAIVERS

After meeting with Student Engagement and having your travel approved, you will need to complete the online travel waiver.

It is the student's responsibility to fill out the travel waiver. Your travel request will not be submitted for approval without a completed waiver.

You can do this once you have received approval of you application.

# 3

The Travel Waiver is located on the BullsConnect Homepage, on the right hand side of the page.

# BOOKING TRAVEL

This grant is only for reimbursement in the travel system.

The Office of Student Engagement will not pre-pay any expenses for this travel.

The Office of Student Engagement will only cover the maximum totals listed on page 2 of this document.

When purchasing the items for this trip, please remember to keep the receipts.

That is the only way we can provide a reimbursement up to the maximum amount.

# 4

Remember, receipts and materials must be submitted to the Office of Student Engagement within 3 business days of returning from your travel.

# WHILE TRAVELING

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Collect and save all receipts for travel expenses. Our office has the right to request every receipt from your trip should it be necessary to fully process the expense report; even if the total of the receipts provided exceeds your allotted reimbursement.

All receipts **MUST** be in **YOUR** name and show the last four digits of the credit card charged.

Ensure all receipts reflect payment in full and/or a zero balance due.

Save the program as you will be required to submit the cover and the page listing your presentation with your receipts. If the conference does not have a hard copy of the program, you must locate the online program and provide the link with your receipts.

Have fun, be safe, and Go Bulls!



# AFTER TRAVELING

Complete the Post Travel Summary Form (last tab of this Excel workbook). If you shared expenses, complete Section 3: Shared Expenses. If you are requesting meal allowances based on the daily state rate of up to \$36, you **MUST** submit a schedule or agenda at-a-glance from the conference

Submit the Post Travel Summary Form, ALL receipts, program cover, and page from the program listing your name and presentation to Christine Uphoff via email to [cmuphoff@usf.edu](mailto:cmuphoff@usf.edu) within 3 business days of the return date on your application.

Once all the required documents have been received, our office will review your receipts, and we will contact you via email should we have questions or need additional documentation.

After our office has fully processed your expense report, you will be emailed a Travel Expense Report (TER) to review and DocuSign for accuracy.

It will take approximately 2 to 6 weeks to receive your reimbursement. Please be advised that the check will not come from our office and cannot be picked up. If you have direct deposit set up through employment at USF, your reimbursement will be received via direct deposit. Otherwise, it will be sent as a check to the address listed on your application.

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# FINAL REMINDERS



To receive this grant you have to be presenting at an official conference.



The University can only reimburse to the maximum listed in Title 8 of the Student Government Finance Code. There will be no exceptions to this rule.

The USF Student Code of Conduct states that no student can possess, sell, or drink alcohol while representing the university, both on campus and off campus. You will be representing the USF the entire time you will be traveling and so it is expected that you refrain from drinking alcohol for the duration of your travel.



Remember that this guide is NOT all inclusive. You may have more or less steps, depending on your specific travel plans. Make sure to plan ahead and communicate with the Office of Student Engagement early and often!



This amount is per fiscal year. Students cannot receive this amount per conference.