SAN FRANCISCO STATE UNIVERSITY
REQUEST FOR INDEPENDENT STUDENT TRAVEL FUNDING
GUIDELINES AND PROCEDURES

Students may be funded for independent travel through the Instructionally Related Activities (IRA) fund in accordance with the guidelines and procedures printed below. Student travel will be funded only if the following conditions are met and the request is approved in advance by the Provost/Vice President for Academic Affairs.

GUIDELINES.

1) The student must be currently enrolled at SF State.

2) The student must be an active participant in the conference/meeting he/she wishes to attend, (i.e. a presenter of a paper or performer).

3) The student will not be funded if he/she is eligible to receive travel funds to attend the same conference/meeting through any IRA budget (e.g. Forensics, Model UN).

4) No more than $600 will be awarded per student each fiscal year. Funds must be expended in accordance with state travel regulations.

5) Effective July 1, 2003, students may not be reimbursed for mileage or the cost of a rental car unless they are employed by the University (or appointed as a volunteer) and meet the SFSU Driver Safety Program requirements. Please refer to the SFSU Travel Policies and Procedures Pgs. 10-13 for specific details: http://fiscaff.sfsu.edu/departments/travel/forms/TRAVEL_PROCEDURES.pdf

PROCEDURES.

1) The student prepares a written statement indicating the name of the conference or meeting, the location and date of the conference/meeting, and the amount of travel funds requested. He/she includes a brief statement indicating how participation in this conference/meeting will enhance his/her educational goals and attaches evidence of his/her participation (such as a letter of invitation or acceptance from the conference/meeting, conference program). The student should include contact information (e-mail address and phone number) on the application materials.

2) The student forwards the request and supporting documents to the Chair of his/her major department. The Chair either endorses the request or denies it based on its adherence to the guidelines stated above and/or its educational merits. If endorsed, the student forwards the request and supporting documents to the Dean of the College.

3) The Dean (or designee) endorses or denies the request based on its adherence to the guidelines stated above and/or its educational merits. If endorsed, the Dean’s office prepares travel request forms for the student and forwards the request and supporting documents to the Provost/Vice President for Academic Affairs.

4) The Provost/Vice President for Academic Affairs (or designee) either endorses or denies the request based on its adherence to the guidelines, educational merits, and budgetary restrictions. If approved, travel documents for the student will be returned to the College Office to hold until the student returns from his/her travel and submits the appropriate receipts and travel expense paperwork to receive reimbursement. Funding advances for student travel are not allowed.

5) Following the trip, the student submits receipts for airline tickets, parking, meals, etc. to the College Office along with a brief written evaluation of the conference/meetings attended and the value of the experience. The College Office then prepares the Travel Expense Claim form and submits it and the student’s written evaluation of the conference to the Office of the Provost/Vice President for Academic Affairs for processing as soon as possible, but no later than 60 days from the date the student returns from his/her trip.

For further information, contact Stephanie Schwartz, 338-1142
Office of the Provost/Vice President for Academic Affairs
Revised Summer, 2007