Forms, Senate presentation guidelines and meeting dates live at **rusga.org**

RUSGA
REGIS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

# ASK FOR TRAVEL FUNDS

**FOR STUDENTS HEADED TO CONFERENCES, COMPETITIONS & TRIPS**

## 1 Check you're eligible

- You're a **traditional undergraduate** at Regis University
- You're enrolled in **at least 6 semester hours** each semester
- You've paid the **Student Activity Fee**, which funds RUSGA

Traveling with a group? Your club or org needs to be a recognized student organization. For trips that include people who don't meet these criteria, only undergraduates who paid the Student Activity Fee are considered. Exceptions may apply for trip advisors.

**Does it count as travel?** Travel means a mandatory overnight stay, like a conference, a competition or a late event where driving is a liability.

## 2 Plan your costs

**$500** per student, per academic year, in travel funds

You're encouraged to cover **15%** of your travel costs yourself, through personal funds, fundraising or grants. You'll be asked to share what you tried.

**Example: a $1,000 trip**

| $150 | $850 from RUSGA |
|---|---|

Your group covers $150 and requests $850.

### What travel funds can cover

**Transportation** and **lodging** at a reasonable rate, with rooms filled to maximum occupancy

**Conference fees**. They count toward your $500, and each org gets one funded conference a year

One extra hotel room for an **advisor or coach**

Advisors can request up to $500: one advisor on a domestic trip, two on an international trip

Not covered: food or other miscellaneous conference expenses

## 3 Pick how you're getting there

### Within 800 miles GROUND ONLY

Funding covers **university or personal vehicles** with a university-approved driver. Airfare isn't funded.

Personal vehicle? Mileage is reimbursed at **$0.60 per mile**, round trip.

Need to become an authorized driver? Email **drivesafe@regis.edu**.

If every university vehicle is booked, a chartered van or bus can be considered once you show you tried to reserve one.

### Beyond 800 miles AIR OK

Domestic and international **air travel** can be funded.

Clubs and orgs: after you use your $500 travel allocation, an additional **20% of your approved budget** can help more members come along.

## 4 Submit, travel, share back

**5 WEEKS BEFORE**

Email your budget request form to the CFO, **rusgadof@regis.edu**. Travel requests need at least 5 weeks before you leave.

$2,000 or more? Also send it to **rusgavpr@regis.edu**. It goes through Senate, with a slideshow presentation.

**$499.99 OR MORE**

Attach your written **Magis & Belonging** and **Laudato si'** statements to the budget sheet.

Don't book first. Funding isn't provided for expenses incurred before you submit.

**AFTER YOU BUY**

Once approved and purchased, send proof of your receipts to the CFO.

Denied? You can revise and resubmit up to two times.

**WITHIN 60 DAYS**

Present your experience to the Regis community. It's a required part of getting funded.

Need more time? Ask for an extension before the 60 days run out.

### Your presentation checklist

- A **PowerPoint or video** documenting your group's experience
- Educational insights and takeaways the broader community can use
- At least **one hour**, including time for questions and conversation
- Held at a time and place that works for student interest

### Chief Financial Officer

Submit requests and receipts, ask any money question

**rusgadof@regis.edu**

### VP of Representation

Requests over $1,999.99

**rusgavpr@regis.edu**

### SEAL Office

General guidance and purchasing

**agranholm@regis.edu · aespinoza006@regis.edu**

Appropriations Committee meetings are open to all students. Find dates at **rusga.org** or on Campus Groups.