

PROVOST & PARENTS COUNCIL STUDENT FUND GUIDELINES

Provost & Parents Council Student Funds will support active students to:

- present/attend state, regional, and national conferences (one trip per student, per year)
- compete in regional and national events
- engage in events to help families stay connected with students
- demonstrate at workshops or participate in workshops

Provost & Parents Council Student Funds **will not** support:

- students that are inactive at time of event. Inactive status entails graduated students, students who have withdrawn from the university, or students who are on suspension.
- study abroad or state-side study programs
- recruiting events
- museum tours
- putting on shows which are not related to conferences or showcases
- faculty

Requests:

- Requests must be received one month prior to first date of travel. Otherwise, they may not be reviewed.
- Suggested naming conventions: funding reference code/sponsor last name/conference/location
Example: 26PSXX/Watson/TACES/Austin

Responsibilities:

Sponsor/Academic Unit Responsibilities:

- submit Provost Student Request for Funds form on behalf of student(s)
- follow up with the students to ensure understanding of award and responsibilities
- ensure appropriate university forms related to student travel are completed/approved
- prior to student travel, ensure a pre-approval request has been entered and approved
- in Emburse utilizing the appropriate Provost & Parents Council Student account
- ensure that proper arrangements are being made, and that students are adhering to the requirements
- upon return, ensure the Emburse expense report is submitted within 30 days of travel

Recipient Responsibilities:

- submit 2 photos with explanations of how this is beneficial to your academic path/development to the Office of the Provost within two weeks of returning from the trip (academicaffairs@tamucc.edu)

- understand that the pre-approvals and expense reports will be approved provided that they reflect no more than the amount requested on the Provost Student Request for Funds Form.
- follow university procedures and guidelines related to travel and reimbursements. Further, any unused funds will be forfeited

Funding Guidelines:

Provost & Parents Council Student Funds may be used to cover:

- airfare
- hotel
- registration fees
- transportation (airfare, rental car, personal car) at the most cost-effective method for the university

Rooming Accommodations:

- rooms should be shared by students of same sex to the extent possible, given number of students
- under no circumstances should a faculty member share a room with students

Guidelines for Pre-Approval (Encumbering Funds):

- all items must be in Emburse **prior** to travel
- pre-approvals must list the provost/parents council student fund reference code (26PS-XX) in the report name. If not, it will be returned
- all awards must be encumbered to the appropriate Provost & Parents Council Student Fund account at least two weeks prior to travel

Guidelines for Reimbursements (Expense report):

- reimbursements will be approved if they fall within original approved budget as specified in the funding award letter
- Expense reports need to tie back to an approved pre-approval in Emburse
- Expense reports need to list the provost/parents council student fund reference code (26PS-XX) in the report name.
- Traveler is responsible for ensuring receipts meet the university requirements

Travel Award Table

Purpose of Trip	Location	Maximum Amount to be Awarded Per Student	Funding Limited to Support Only the Following
Attend Conference Only	In-State	\$200	Conference Registration, Hotel, Transportation*
	Out-of-State	\$250	Conference Registration, Hotel, Transportation*
Joint Presentation with Faculty or Other Student at Conference	In-State	\$400	Conference Registration, Hotel, Transportation*
	Out-of-State (including international travel)	\$500	Conference Registration, Hotel, Transportation*
Independent Presentation at Conference	In-State	\$500	Conference Registration, Hotel, Transportation*
	Out-of-State (including international travel)	\$600	Conference Registration, Hotel, Transportation*

*Transportation (airfare, rental car, personal car) at the most cost-effective method for the university

Maximum per Event:

The maximum amount a student will be awarded will be governed by the location and purpose of the trip, as designated in the chart above. The maximum amount to be awarded for any one request, trip, or conference will be \$3,000, regardless of the number of students or faculty involved or individual student's purpose for attending. As an example, if you should have an out-of-state trip for one student that falls into the "Independent Presentation at Conference" category in the chart, the award for the trip will be \$600. However, if you have an out-of-state trip for six students all of whom fall into the "Independent Presentation at Conference" category the award for the trip will be the maximum of \$3,000, and not \$3,600 (which it would be if 6 students were at \$600 each). Effectively, then, these students will be awarded \$500 each. Please note that there is no minimum amount per student to be awarded and that these funding guidelines are contingent upon available funding.