

PROVOST & PARENTS COUNCIL STUDENT FUND GUIDELINES

Support:

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

- present/attend state, regional, and national conferences
- 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
- study abroad or state-side study programs
- recruiting events
- museum tours
- putting on shows
- faculty

Requests:

Requests must be received one month prior to first date of travel; otherwise, they will not be reviewed.

Responsibilities:

Sponsor Responsibilities:

- submit funding request; any requests received from students will not be reviewed
- follow up with the students to ensure understanding of award and responsibilities
- ensure that Provost & Parents Council Student funds are encumbered and that travel reports are prepared upon return
- ensure that proper arrangements are being made, and that students are adhering to the requirements

Recipient Responsibilities:

- submit 2 photos with explanations of how this is beneficial to you and your career path/development to the Provost Office (academicbusinessaffairs@tamucc.edu)
- understand that the expense requests/reports will be approved provided that they reflect the initial proposed breakdown.
- understand that any unused funds from one category cannot be used for different categories and will be forfeited

Funding Guidelines:

Provost & Parents Council Student Funds May be Used to Cover:

- airfare
- hotel
- registration fees
- personal mileage vs. vehicle rental, including the gas for the rental vehicle, for in-state trips (faculty member's portion of this cost will **not** have to be portioned out)
- no meals

Guidelines for Encumbering Funds:

- no pcards, only travel cards
- all items must be in concur **prior** to travel
- all awards must be encumbered to the appropriate Provost & Parents Council Student Fund account at least two weeks prior to travel.
- travel reports that come through after the fact that were not encumbered ahead of time may not be approved, thereby causing the award to be forfeited (after the fact)

Guidelines for Reimbursements:

- reimbursements will be approved if they fall within original approved budget
- funds leftover from one category cannot be used to fund a different category without prior approval

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 below. 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.

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, Mileage vs. Car Rental to Venue
	Out-of-State	\$250	Conference Registration, Hotel, Airfare
Joint Presentation with Faculty or Other Student at Conference	In-State	\$400	Conference Registration, Hotel, Mileage vs. Car Rental to Venue
	Out-of-State	\$500	Conference Registration, Hotel, Airfare
Independent Presentation at Conference	In-State	\$500	Conference Registration, Hotel, Airfare, Mileage vs. Car Rental to Venue
	Out-of-State	\$600	Conference Registration, Hotel, Airfare

Other:

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