OFFICE OF THE PROVOST AND
VICE PRESIDENT FOR ACADEMIC AFFAIRS
6300 OCEAN DRIVE, UNIT 5757
CORPUS CHRISTI, TEXAS 78412-5757
O 361.825.2642

PROVOST & ISLANDER FAMILY STUDENT FUNDING GUIDELINES

Purpose

The Provost & Islander Family Student Funds will support active students to:

- Present or attend professional conferences (one trip per student per year)
- Compete in regional or national events
- Participate in workshops and demonstrations
- Take part in family connection events

What's NOT covered

Funding **will not** support:

- Students who are inactive (graduated, withdrawn, or on suspension)
- Study abroad or U.S.-based study programs
- Recruiting events
- Museum tours
- Non-conference/non-showcase performances
- Faculty expenses

Application Deadline:

Requests must be submitted **at least one month before** the first day of travel.

Responsibilities:

1. **Sponsor/Academic Unit:**
    - Submit the Provost Student Request for Funds form for the student(s).
    - Help students understand their award and responsibilities.
    - Complete all university travel forms and get them approved.
    - Make travel arrangements and ensure all rules are followed.
    - After travel, submit the Emburse expense report within 30 days.
2. **Student (Recipient):**
    - Email two photos and brief explanations of how the trip benefited your academic development to the Office of the Provost within two weeks after returning (academicaffairs@tamucc.edu).
    - Make sure your pre-approvals and expense reports match the amount requested—any unused funds are forfeited.
    - Follow university travel and reimbursement procedures.

What Expenses Are Covered?

Funds may be used for:

- Airfare
- Hotel
    - 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
- Conference registration fees
- Transportation (most cost-effective method, such as airfare, rental car, or personal car mileage)

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Pre-Approval Requirements

- Use the reference code **27PS-XX** in all Emburse report names; if not, it will be returned.
- Ensure funds are encumbered
- All items must be entered in Emburse at least **two weeks before travel**.
- Attach:
  - Approved request form
  - Award letter
  - These guidelines
  - Conference registration details, *if applicable*
  - GSA per diem rates for hotel, *if applicable*
  - Rental vs. mileage comparison (most cost-effective method for the university), *if applicable*

Expense Report Requirements

- Reimbursements are only approved, if within the original budget and connected to an approved pre-approval in Emburse.
- Reference code 27**PS-XX** must be in the report's name; if not, it will be returned.
- Encumbrance release mark as final.
- Attach:
  - Paid conference registration receipt
  - Itemized hotel receipt (no in- state taxes)

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 would be if 6 students were at $600 each). Effectively, 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.

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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