TRAVEL GRANTS GUIDE

USGA Division of Finance 2019-2020

Part I: Before Your Trip

STEP 1

Go to the Explore Page of Engage and click on your face/initials.

STEP 2

Select "Submissions."

STEP 3

Under your submissions, select "Budgeting."

STEP 4

Click "Create Request."

STEP 5

Select the "USGA Travel Grants Request" Process.

ENGAGE *Action Center*

Create New Request

Select a Process or Budget to Start Your Request   Search

Process: **USGA Travel Grant Request**
Available from 8/1/19 12:00 PM to 5/31/23 12:00 PM

Budget: **Conference/Convention**

CANCEL

STEP 6

Fill in the required information. For the request title, structure it as "Your Name - Semester of Grant."

New Request: USGA Travel Grant Request

Budget: Conference/Convention

REQUEST

* **Request Title** (Required Field)

Sunna Savani - Fall 2019

Description

I will be attending _____ conference in _____ on the following dates:

STEP 7

Read all of the information concerning the travel grant process thoroughly.

Request: USGA Travel Grant Request

Budget: Conference/Convention

| REQUEST | ⚠ ADDITIONAL INFORMATION | BUDGET |

Sunna Savani - Fall 2019

Personal Information

USGA Travel Grant

Thank you for your interest in the USGA Travel Grant Program. This program was established in order to assist all eligible undergraduate students with travel-related costs incurred while attending conferences and conventions with UAB affiliated student groups and organizations.

Up to 50% of acquired expenses will be reimbursed with a **maximum grant of $300 for domestic travel and $500 for international travel**. All necessary documentation must be submitted to the Travel Grant Coordinator or Vice President of Finance before the reimbursement process begins. Reimbursements for June through November will be processed within the Fall Semester, and reimbursements for December through May will be processed within the Spring Semester.

Students in the Study Abroad Program are not eligible for the Travel Grant Program.

STEP 8

Fill in all of the required personal information.

* First Name

Sunna

* Last Name

Savani

* Student ID Number

B0000000

* Blazer ID

ssavani

* UAB Email Address

ssavani@uab.edu

* Phone Number

205-123-4567

* Classification

Senior

STEP 9

Confirm your eligibility.

Budget: Conference/Convention

REQUEST   ⚠ ADDITIONAL INFORMATION   BUDGET

Sunna Savani - Fall 2019

Eligibility

* Are you an undergraduate student at UAB at the time of this travel grant request?

🔘 Yes

⭕ No

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* Will you be an undergraduate student at UAB at the time of your conference or convention?

🔘 Yes

⭕ No

---

* Have you received a travel grant during the current academic year (fall to summer)?

⭕ Yes

🔘 No

FINISH LATER   ‹ PREVIOUS   NEXT ›

STEP 10

Fill in your travel information.

Travel Information

Name of the conference or convention

USGA Leadership Conference

* Reason for attending the conference or convention

To meet other student leaders and learn about student advocacy work

State, Province, Territory, etc.

Alabama

Country

USA

Departure Date

8/20/2019

Return Date

8/25/2019

STEP 11

Fill in your travel details.

Travel Details

Number of Nights at Hotel

1

Estimated Rate Per Night at Hotel

100.00

* Number of Roommates

0

* Mode of Transportation (Select all that apply)

- ☑ Automobile
- ☐ Airplane
- ☐ Train
- ☐ Boat/Ship
- ☐ Other

If you will be receiving funding from other sources, note the source(s) and the amount of funding. Otherwise, enter "N/A".

N/A

STEP 12

Read and affirm the Statement of Agreement.

Statement of Agreement

* Media Release

I give the USGA Division of Communication permission to contact me about my trip and share my experiences through USGA media outlets.

- Agree
- Disagree

Terms and Conditions

I, the undersigned, understand and agree to abide by the laws of the USGA Travel Grant Program contained in Title IX of the USGA Code of Laws (found here: http://www.uab.edu/usga/documents) and understand that any violation of these laws would subject me to be ineligible for funds. . I also understand that any false information contained in this application is considered an offense and will result in forfeiture of reimbursement and disqualification for future funding. By submitting a letter of endorsement, the faculty advisor complies to this agreement as well. I also understand that my reimbursement will not be processed until all necessary documentation is received. The list of required documents will be provided at the meeting with the Travel Grant Coordinator or the Vice President of Finance. By typing my full legal name in the box below, I acknowledge that all information is correct and accurate and that I agree to the statements above.

PLEASE TYPE YOUR FULL LEGAL NAME IN THE BOX BELOW

Sunna Savani

USGA Travel Grant - Documents

Within 2 weeks of your return, you must meet with the current Travel Grant

STEP 13

Proceed to the budgeting page. Under each budget section, click "Add Item" in order to add your expected costs.

Letter of Endorsement	0	$0.00

Budget Section:

Transportation ☑

+ ADD ITEM

+ ANOTHER "TRANSPORTATION" SECTION

Budget Section:

Lodging ☑

+ ADD ITEM

+ ANOTHER "LODGING" SECTION

Budget Section:

Conference/Convention Fees ☑

+ ADD ITEM

+ ANOTHER "CONFERENCE/CONVENTION FEES" SECTION

Budget Section:

Letter of Endorsement ☑

STEP 14

Fill in your line items with the appropriate expected expenses. Keep the quantity 1.

New Line Item

* Line Item Category (Required Field)

✓ Automobile (Expense)
Airplane (Expense)
Train (Expense)
Boat/Ship (Expense)
Other (Please Describe) (Expense)

Description

* Quantity		* Cost		Total
1	X	$	=	Cost must be a number.

Upload Support Document (10MB max)

Choose File   no file selected

CANCEL   SAVE

Budget Section:
Transportation ☑

Budget Section:
Lodging ☑

Budget Section:
Conference/Convention Fees ☑

STEP 15

Repeat for the lodging and conference fees.

Letter of Endorsement

Budget Section:
Transportation ☑

1. Drive to Montgomery ☑   Automob

Budget Section:
Lodging ☑

1. Hotel Stay - Hilton ☑   Hotel

Edit Line Item   🗑 Delete Item

Line Item Category
Hotel

* Name (Required Field)

Hotel Stay - Hilton

Description

We will be staying at the Hilton hotel for 3 nights.

* Quantity		* Cost		Total
1	X	$ 100	=	$100.00

Upload Support Document (10MB max)

Choose File   no file selected

CANCEL   SAVE

STEP 16

Upload a PDF Letter of Endorsement with the required details. Keep the cost 0 on this section.

Edit Line Item

🗑 **Delete Item**

Line Item Category

Letter of Endorsement

Please upload a letter of endorsement. This letter should be from a UAB faculty member and should contain the following information: 1. The full name of the applicant. 2. The name, date and destination of the conference or convention. 3. The reason this conference or convention will benefit the applicant.

* Name (Required Field)

Letter of Endorsement from Dayla Raths

Description

Keep cost 0

* Quantity		*** Cost**		**Total**
1	X	$ 0	=	$0.00

Download Support Document

🗑 DELETE   Screen Shot 2019-08-21 at 1.00.04 PM.png

CANCEL   SAVE

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n:

Convention Fees ☑

n Fees ☑   Registrat

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n:

orsement ☑

a letter of endorsement. This lette
owing information: 1. The full nan
or convention. 3. The reason this

ndorsement from   Letter of
s ☑

STEP 17

Review your expected costs and submit.

Budget: **Conference/Convention**

REQUEST   ADDITIONAL INFORMATION   **BUDGET**

Sunna Savani - Fall 2019

Requested Total	**$300.00**
Reviewer Adjusted Total	**$300.00**

Sections (4)	# of Line Items (4) (Max. 10)	Amount
Transportation	1	$100.00
Lodging	1	$100.00
Conference/Convention Fees	1	$100.00
Letter of Endorsement	1	$0.00

Budget Section:

Transportation ☑

1. Drive to Montgomery ☑	Automobile	1 x $100.00	$100.00

+ ADD ITEM

+ ANOTHER "TRANSPORTATION" SECTION

STEP 18

Wait for an email from the Travel Grants Coordinator to schedule a meeting. Your application will not be approved until you attend this meeting.

Part II: After Your Trip

STEP 19

Upon arrival from your trip, you have two weeks to submit your follow-up information. On the Explore page of Engage, search for the "Undergraduate Student Government Association."
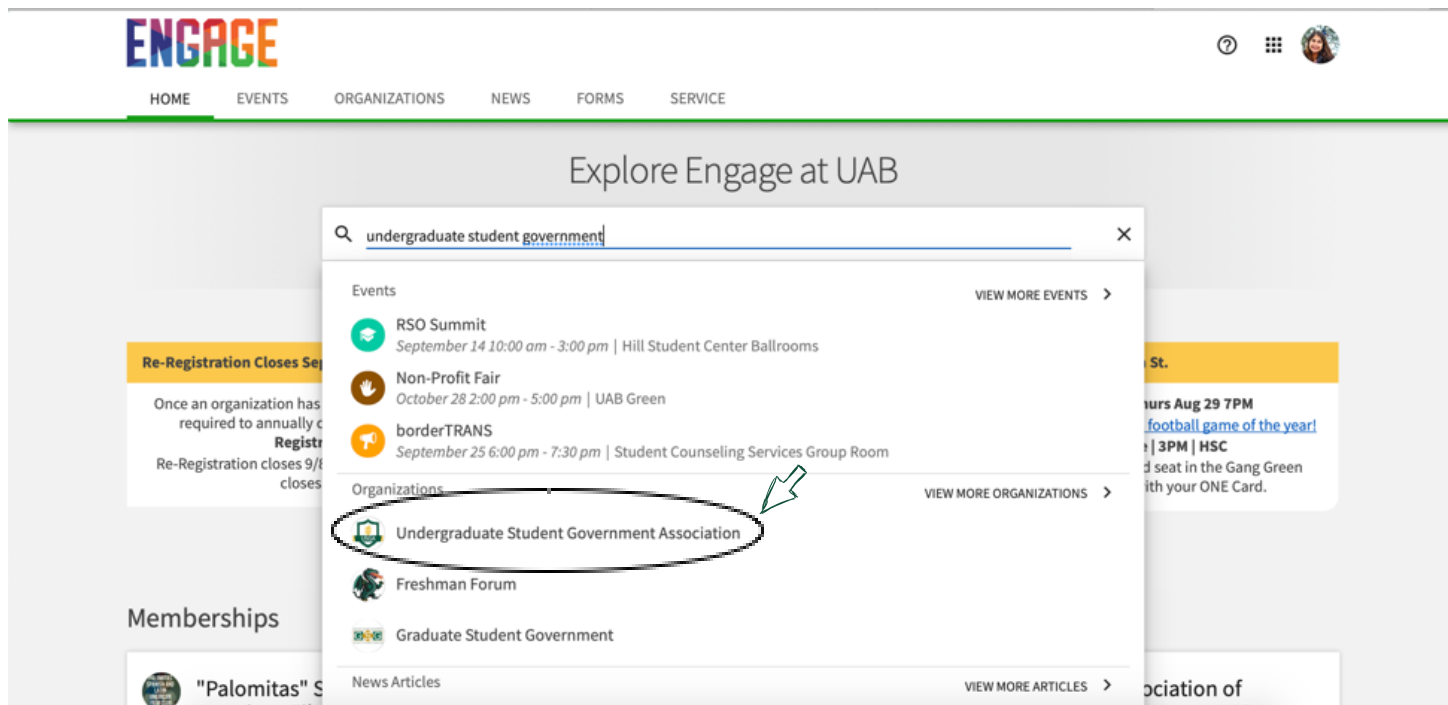
STEP 20

Under "Forms," select the "USGA Travel Grant: Document Upload." You may have to select "View All Forms" to get here.

STEP 21

Read the required information.

USGA Travel Grant-Document Upload

DO NOT COMPLETE THIS FORM UNLESS YOU HAVE ALREADY SUBMITTED A TRAVEL GRANT APPLICATION AND HAVE MET WITH THE TRAVEL GRANT COORDINATOR.
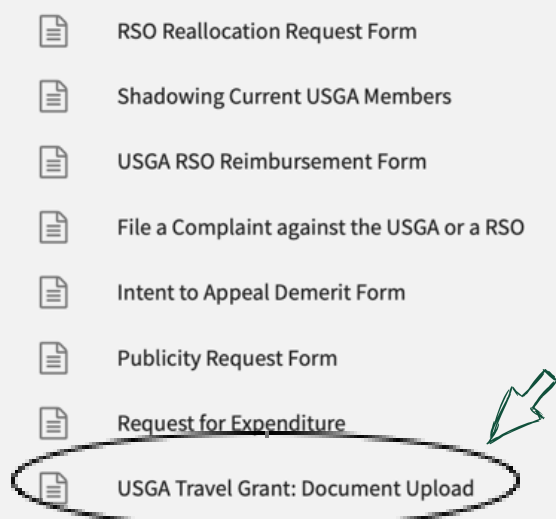
The following documentation must be submitted within 2 weeks of your return.

1. Obtain Letter of Acknowledgement from UAB Faculty Stating
   - The Full Name of the Applicant
   - The Applicant Attended the Conference or Convention
   - The Name, Date and Destination of the conference or convention.
2. Obtain Conference or Convention Flyer
3. Obtain Conference or Convention Itinerary
4. Obtain Itemized Receipts of All Travel-Related Expenses
   Receipts must be scanned; no photos will be accepted

STEP 22

Upload all of the required documents. Make sure they are in PDF format.

○ No

* What was your Conference/Convention titled?

USGA Leadership Conference

* What date did you return from your Conference/Convention?

8/25/19

* Letter of Endorsement

Please upload a letter of endorsement. This should be the same letter you uploaded with your initial travel grant application. This letter should be from a UAB faculty/staff members and should contain the following information: 1. The full name of the applicant 2. The name, date and destination of the conference or convention. 3. The reason this conference or convention will benefit the applicant. Please make sure this letter is in PDF format.

Screen_Shot_2019-08-21_at_1.00.04_PM.png | UPLOAD FILE

* Letter of Acknowledgement

Screen_Shot_2019-08-21_at_1.15.58_PM.png | UPLOAD FILE

* Conference or Convention Flyer

Screen_Shot_2019-08-21_at_2.17.32_PM.png | UPLOAD FILE

* Conference or Convention Itinerary

Screen_Shot_2019-08-21_at_1.15.58_PM.png | UPLOAD FILE

Transportation Receipts

Please upload ALL receipts for transportation related expenses. Please combine all receipts into one **PDF** document.

UPLOAD FILE

STEP 23

Review your submission and submit.

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission

🖶 PRINT

| In Progress |

USGA Travel Grant-Document Upload

1. USGA Travel Grant-Document Upload

   ○ Page 1

SUBMIT

REMINDERS

- Your uploads must all be in PDF format.
- If you need to ask for an extension, it must be granted before your initial deadline. The Travel Grants Coordinator reserves the right the deny your reimbursement if you do not meet the expected deadlines.
- Costs for food will not be covered.
- Each conference attendee is responsible for his or her own submissions and deadlines, even when traveling as part of a group.
- When using money transfer apps (Venmo, Paypal, etc.), the payment description must include "$_____ from _____ to _____ for _____ (hotel/flight/etc.) for _____ conference."
- Do not submit documentation by email unless specifically requested by the Travel Grants Coordinator.