

## How to Access Funding for Travel

- **Planning ahead is key to successful access of allocated funding for student organization travel. If funded for any portion of student organization travel, a Travel Request must be created in the Business Operations Service Hub. Discuss the creation of this Travel Request with the Office of Student Involvement secretary (contact information can be found at [involvement.uni.edu](http://involvement.uni.edu))**

## Registration

- Registration expenses are an allowable travel expense using NISG allocations. Registration is one of the preferred items to be paid for using that funding due to the ease of processing these expenses. If you intend to use your funding for this expense proceed as follows:
- Set up a meeting with the Office of Student Involvement secretary (contact information can be found at [involvement.uni.edu](http://involvement.uni.edu)). They will assist you with registration for the event, conference or competition and pay for that directly whenever possible

## Hotel/Lodging

- Hotel/Lodging expenses are an allowable travel expense using NISG allocations. If you intend to use your funding for this expense proceed as follows:
  - Set up a meeting with the Office of Student Involvement secretary (contact information can be found at [involvement.uni.edu](http://involvement.uni.edu)). They will assist you with registration for the event, conference or competition
  - If possible, arrangements will be made to pay for this expense using a university credit card
  - If necessary for the organization or individual to incur this expense out-of-pocket, reimbursement can be made up to the amount of the allocation set forth for this item by following the

reimbursement process outlined on the [involvement.uni.edu](http://involvement.uni.edu) website under Student Organization Resources under the Finances & Fundraising section

## **Transportation**

- Transportation expenses are an allowable travel expense using NISG allocations. If you intend to use your funding for this expense proceed as follows:
  - If using Motor Pool for transportation needs, contact the Office of Student Involvement secretary (contact information can be found at [involvement.uni.edu](http://involvement.uni.edu)). They will assist you with making a reservation for a motor pool vehicle
  - If using a personal vehicle, and your travel allocation allows for it, you may be reimbursed for your mileage at the university rate. Discuss this with the Office of Student Involvement secretary
  - If flights will be purchased using your travel allocation – do not purchase prior to a meeting with the Office of Student Involvement secretary if you plan to be reimbursed for the expense – **Airfare purchases need to be discussed with and planned for with the assistance of the Office of Student Involvement secretary in order to ensure that purchase are made in compliance with university policy and the funding guidelines and processes are followed**

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