**Student Organisation Travel Funding Request Guidelines**

**Dean of Students Office | Yale-NUS College**

**Funding Criteria:**

- **Relevance:** Attendance & participation in the conference/competition must reflect the mission of the student organization.

- **Connection to Campus:** Students attending & participating in the conference/competition must connect their experience with the broader campus community. This may include a poster presentation, a relevant guest speaker, a film screening from the conference, etc.

- **Responsible Budgeting:** Students attending & participating in the conference/competition must submit a proposed budget that reflects responsible use of College resources. The use of budget airlines, discounted accommodations, and meals included in the conference/competition is highly encouraged.

- **Selection of Participants:** Organizations requesting funding for travel should make every effort to select participants in a fair, inclusive manner whereby different group members have the opportunity to travel. Organizations should clearly explain how travel participants were selected. The inclusion of younger students is highly encouraged.

- **Good Standing:** The organization prior adhere to College policies regarding finance, student activities, and discipline will be taken into consideration. Organizations must reflect the values of Yale-NUS and should be in good standing with the Dean of Students office.

- **Organizational Development:** Organizing an international trip is a major undertaking, so the history of the group’s activities on-campus, attention to group dynamics, outreach efforts within the Yale-NUS community, and commitment to building an effective group structure will be taken into consideration.

- **No Fund Period:** The College will not approve any Travel & Conference Funding Requests during Reading & Finals Weeks.

**Guidelines:**

- Funding may be used for registration fees and travel expenses (i.e. hotel, airline tickets, bus tickets, etc.) and does NOT cover uniforms or equipment.

- Funding may only be used for hotels when 3 or more students are sharing a hotel room, unless the participating students receive prior approval from the DOS office.

- Funding may NOT be used for direct food expenses, unless meals are included in the conference or registration fees. Students are responsible for food/meal
costs while traveling.

- Funding may only be used for economy class fares and may not cover baggage fees, in-flight expenses, or ticket upgrades. The DOS office will not reimburse an organization for missed flights.

- Funding may be used for taxis or shuttle services if needed, although – when available – the use of complimentary group transportation or public transit is encouraged.

- Funding may not be used for rental vehicles without prior permission from the DOS Office.

- Funding can be used to cover visa/immigration fees. Students planning to travel should be aware of these costs and ensure they have the appropriate paperwork and approvals to enter the country.
  - Visa fees often require payment in US dollars. If you pay for this expense out of pocket, please save all receipts and submit for reimbursement. Cash advances from Yale-NUS are only issued in Singapore dollars.

- Organisations may not use funds from their annual budget to cover travel expenses; however, student groups that have fundraised may apply that money toward travel expenses. While fundraising is encouraged, how much a student organization fundraises will not impact their funding proposal decision.

- Students must search for and present at least 2-3 other accommodation, flight, transport, etc. providers in their proposal.

- Any remaining travel funds not used by the student organization (after each trip) will be returned to the DOS office.

**Process:**

1. Identify the conference/competition your student group would like to attend and review the purpose, criteria, and guidelines above.

2. As an organization, select which group members will be traveling. Keep in mind that you will need to explain the selection process as part of the funding application.

3. Selected students must seek academic permission from their professors for any classes they might miss due to this event. Vice Rectors will NOT issue a Vice Rector’s Note for extracurricular activities. You must approach your professors individually to discuss any anticipated absences.

4. Submit the Travel Funding Application Form. Meet with DOS Staff and/or your advisors if you have questions or want to discuss your application in advance.

5. Send the budget and any necessary supplementary documents to Petrina Loh, Manager of Student Organisations in the DOS Office by the application deadline. Use the Travel Budget Template to create the budget to be sent to
Petrina. Early submission is encouraged, but funds are NOT disbursed in order of request.

a. Incomplete forms will not be considered for funding. If you have any questions about the form or process, please ask.

b. Student organisations are encouraged to have DOS staff review your proposal in advance to ensure all necessary details are addressed.

c. Student groups will not present to a committee, so the proposal form should include all relevant information and details.

6. Students will be notified of the funding decision/outcome via email within 2 weeks of the application due dates. Funding will not be adjusted because of increased airfare costs or hotel costs, so early submissions are strongly encouraged.

**Funding review:**

A Staff and Student Government Finance Committee will review requests for travel funding and award funding in accordance with the criteria listed above. Given limited financial resources, proposals may not be fully funded, but every effort will be made to support as many students as possible. As such, student organisations wishing to travel extensively are advised to fundraise well in advance of their intended trips. Funding decisions are at the discretion of the committee.

**Appeal process:**

If a student group has concerns about the process for awarding event funding, they may submit a one-time appeal in writing (via email) to the Dean of Students. The appeal letter should explain any concerns about the funding process in question, and not contest the amount granted.