T-SHIRT AND TRAVEL CHECKLIST
A guide to Student Funding Board budget requests

Note: to be eligible for t-shirt or off-campus overnight funding for the 2017/2018 school year, organizations must have attended the mandatory special funding sessions in the fall.

T-Shirts:
- All shirts must be purchased from Underground Printing in Kalamazoo, MI, unless there is a special circumstance.
- For standard shirts for members, organizations may purchase standard, short-sleeved shirts with printing on the front and back sides. Other shirt types are allowable if they are of equal price to or cheaper per unit.
- For event-based shirts, organizations may purchase standard, short-sleeved shirts with printing on the front side only.
- For both event-based shirts and standard organization shirts, organizations must present an order form with the exact number of shirts needed, names of members, and shirt sizes along with their budget request. Organizations cannot request excess shirts.
- If organizations would like to purchase a shirt type that is more expensive than the allowed type, members can pay the extra cost out of pocket and/or the group can fundraise.

Off-Campus Travel:

TRANSPORTATION:
- Organizations must take school cars; personal cars cannot be used for any off-campus event funded by SFB.
  - Facilities Management has 5-passenger cars, 7-passenger minivans, 12-passenger vans, and buses available for student use.
  - If you will be traveling within 30 miles of campus, the minimum daily rate is $15 for cars, $20 for minivans, and $25 for vans (see website below for overage details).
  - For any trips over 30 miles from campus, the consecutive daily rate w/ unlimited mileage is $30 for cars, $50 for minivans, and $80 for vans.
  - Note: when budgeting for transportation, keep in mind that each rental day begins at the time that the vehicle was checked out. For example, if you check out a car at 10am on Monday and return it any time after 10am that Friday, that car must be reserved for 5 days.
  - For more information, visit the FacMan website.
- Remember to consider gas, tolls, parking costs, and registered driver restrictions!
  - To calculate gas costs, take the number of miles that you will be driving (round-trip) and divide that number by the average MPG for the vehicle you will be driving; we recommend using 20 MPG for vans and 25 MPG for cars. Multiply this number by the average price of gas.
  - Drivers of 12-passenger vans must be 21, and must have an additional College certification on top of the standard College driver certification. No driver may drive more than 10 hours in a 24-hour period.
- If traveling by air, organizations must leave from Kalamazoo or Grand Rapids and return to Kalamazoo or Grand Rapids, unless there are special circumstances.
• Air travel arrangements must be made through the college travel agent (OSI will help you with this).

**LODGING:**
• Organizations must get 3 price quotes and justify their final decision; please include this information in your final budget request. When considering potential accommodation options, please request a quote that includes taxes and fees, if possible.
• Rooms must be filled to capacity (e.g. 4 people in a standard 2-bed hotel room).

**CONFERENCE TICKETS:**
• If the conference offers tiered pricing based on timing (such as an “early bird” discount), SFB will only fund the cheapest/earliest price option. Otherwise, organizations are required to pay out of pocket and/or fundraise to make up the difference.
• Requests for “extras” (e.g. trip to a museum in conference city, optional session offered by conference) will be reviewed on a case-by-case basis.

**FOOD:**
• You may request need-based funding for food, up to $10 per person per meal. Work with the Office Coordinator to secure this funding.
• The College will only reimburse tips up to 20%.

**OUTSIDE FUNDING SOURCES:**
• If outside funding sources are relevant/available, organizations must apply for them. The other major funding sources for travel are:
  • Provost Travel Fund: up to $1000 for groups; must be “educational in nature.”
  • Arcus Center for Social Justice Leadership Social Justice Fund: from $50 to $1,500; must be social justice-related.
  • Conference-specific scholarships.

**GENERAL NOTES:**
• Trips **absolutely must fall within the timeline restrictions** set by the College and SFB - 4 weeks for air travel, 2 weeks for ground travel. This is counted from date of approval (Sunday night meetings).
• There is a per-person cap of $300 for off-campus travel requests.
• Once your off-campus travel budget has been approved, you must work with OSI immediately to ensure that everything is in order.
• Receipts must be itemized, or else the Business Office will not reimburse you; be sure to always ask for itemized receipts instead of credit card receipts.
• Funding is first come, first served; attendance at the off-campus overnight travel session does not guarantee that funding will not run out; submit your final budget requests as early as possible.