

Here are the Activity Fee Board (AFB) recommended guidelines for requesting funds for trips.

1. Trip packets must be filled out and submitted within 10 weeks of the planned trip.
2. Faculty/Advisors must go to their department chair or fundraise with their student organization for their portion of the trip before an extra allocation can be requested. This extra allocation is not guaranteed.
3. The AFB will approve coverage for the mileage from the college to the approved destination(s) and back. Additional mileage will come out of the allocated budget of the club. This only applies to state vehicles. Personal vehicles will not be covered.
4. The AFB will fund hotels up to the General Service Administration (GSA) rate, except in the case of hotels associated with the conference, which the AFB will still approve.
5. The AFB will cover the conference registration. If it is a non-conference trip the AFB will pay up to \$150 per student.
6. The AFB will not approve extra funding for checked bags for flights.
7. The AFB will not fund any meals for students, staff, or advisors.
8. Fundraising events should be completed or planned before student organizations formerly request senate funds. If student organizations do not follow through with fund raising - or complete it in bad faith - funds will be deducted by 15 percent. If students pay \$20 or more of the fees they are asking for, the 15 percent deduction will be waived.

The Activity Fee Board reserves the right to approve or deny trip funding for all proposed trips. Any requests for funds are up to the Activity Fee Board's discretion