

Student Activities Financial Support

Effective: 06/01/2024

PURPOSE:

To provide guidance to college units, student organizations, and enrolled students regarding financial support of student activities, student organizations, student groups, or individuals. **If college level funds are being requested, guidelines mentioned below must be followed.**

BACKGROUND:

Requests for financial support for student activities have lacked structure creating confusion for students and college units. Multiple requests are being made to multiple units within the college and across campus to support a single event creating confusion at the award stage and especially at the reimbursement stage. The TCE wishes to streamline the process by providing a single request system for review within the academic/supporting unit and then at the college level if needed. This process does not need to be followed if funds are not being requested at the college level.

GUIDELINES:

Departments/Units in the college should help support the cost of student activities prior to requesting college support. Students/Student Organizations are expected to notify their advisor(s) and/or department head in advance of applying for financial support at the college level. Students must submit their applications prior to attending event/activity. Approved funding will be processed upon receipt of appropriate documentation following the event/activity. This application will not serve as an official travel notice to UT or any TCE unit. Because financial support is limited, students are encouraged to apply as early as possible. After receiving a notice of funding approval at the college level, students will work with their advisor and/or departmental business office to submit required travel documentation. To be eligible for travel reimbursement, all UT travel policies and requirements must be followed. Specific details regarding funding procedures will be included in student award letters. Any questions directly related to awards should be directed to faculty advisor or departmental business office.

APPLICATION PROCESS:

To be considered for college level support, complete fields in application attached and share with advisor(s). Advisor will share with business office for department level review/approval. Department will submit to tcefinance@utk.edu for review/approval at college level. Final approval will be shared with applicant and parties participating in the funding model.

TCE STUDENT ACTIVITIES FINANCIAL SUPPORT

Personal Information

First Name: _____

Last Name: _____

Student Group/Organization (if applicable): _____

UT E-mail Address: _____

Department/Unit: _____

Advisor Name: _____

Event/Activity Information

Type of Event: _____

Event Location: _____

Travel Start Date: _____

Travel End Date: _____

Are you Presenting: _____

If yes, Title of Contributed Work: _____

What is the format of your presentation? _____

Financial Need

Estimate below how much you intend to spend in each of the following categories.

Airline Ticket: *Must be a non-refundable economy ticket.* _____

Ground Transportation: *For example: train, taxi, rental vehicle, etc. DO NOT include mileage.* _____

Number of Miles for Auto Travel: *This value should include round-trip travel; reimbursement amount will be determined based on the university's mileage rate.* _____

Vehicle Parking: _____

Conference Registration: _____

Lodging: _____

Per Diem/Meals: _____

Funding Sources (please add funds received from other sources such as GSS, Student Travel fund, etc.)

Advisor Funding: \$ _____

Department Funding: \$ _____

College Funding: \$ _____

Other: \$ _____

Application Certification

I, the Applicant, certify that the information stated in the application is accurate.

Applicant Signature

Date

Advisor Approval:

Name

Date

TCE Department Unit Approval:

Department Head/Designee

Date

TCE College Approval:

Name / Title / Unit

Date

Applicant should complete all fields on page one before sharing with advisor(s). Advisor(s) should complete funding provided, sign and share with business office personnel. Once unit has completed TCE Department/Unit funding provided and signed, the form should be emailed to tcefinance@utk.edu for processing at the college level. Final approval will be shared with applicants and parties participating in the funding model.