

**Boston University  
Allocations Board**

# **Travel Fund Guidelines**

**Last Revised: October 27, 2005**

- Except for those Boston University student groups whose primary purpose, as described by their respective group constitutions, is intercollegiate competition, groups desiring to attend an off-campus conference, competition, or retreat as a programmed event funded by the Allocations Board, must apply for funding through the Travel Fund, in place of a general funding request. Not more than one Travel Fund grant will be made for each non-competition group per academic year.
- Those groups, whose primary purpose, as reflected in their constitutions, is intercollegiate competition shall be permitted to submit off-campus competitions as general program requests and shall also be eligible for one Travel Fund grant per academic year after exhausting allotted program requests for the funding period.
- Weekly trips are not covered under the travel fund.
- Funds will be made available on a first come, first serve basis.
- A Travel Fund grant is for an event that has been fully programmed.
- A student group must have attended a workshop for the current funding period or passed the Workshop Substitution Quiz to be eligible to receive a Travel Fund grant.
- The Travel Fund request must be submitted 2 months prior to the event date.
- Price estimate, itinerary and budget plan must be attached to the request.
- There will be no reallocations, and any unused funds will be redistributed to other groups.
- Travel Fund grants shall fund no more than 2/3 of registration costs.
- Travel Fund grants shall fund a minimum of 1/2 transportation costs.
- Funding for registration and transportation will be given priority over other program costs; however, lodging and other costs will be considered in determining funding, and can be funded in whole or in part through a Travel Fund grant.
- All Allocations Board funding exceptions in the AB Handbook apply to Travel Fund grants.
- Upon completion of the event, the group must make arrangements with the Allocations Board to report about the event attended. Failure to do so will result in disciplinary action at the discretion of the Allocations Board.
- If a group is denied funds for one travel program, they are able to apply for funding for a different travel program.
- The appeals process for general funding requests applies to the Travel Fund.