

## **SCAVMA Funding for Group Travel**

In order to be considered, a group must have 10% of total club membership or 5 members attending the trip (whichever is greater). If less than 5 people are attending then they should apply for individual funding. Travel participants must be in good standing with NCSU SCAVMA and the club/class sponsoring the trip. Groups may apply for pro-active or retroactive funding; however the trip must take place within one year of the application deadline. A group requesting support must complete the funding application and place it in the SCAVMA mailbox by the assigned date each semester. Any money awarded to a club for group travel must be divided equally among participants who traveled to the event. Groups can be funded for one trip per semester.

**If the group fundraises 20% of their total trip cost, then SCAVMA will attempt to fund the remaining 80% of the total trip cost. If the group does not raise the required 20%, then SCAVMA will attempt to fund 60% of the total trip cost.** There are a variety of ways in which a group may raise the 20% -- apply to main campus, fundraisers, member out of pocket money, sponsorship (individual or company), and/or group funds. These “fundraisers” must be listed in the application.

The SCAVMA Executive Board will meet and decide on the amount awarded for the applications turned in by the deadline. Decisions on monies awarded will be based on the trip’s educational relevance to veterinary medicine and the amount of funds raised by the club, as stated above. If a group is asking for more than 25% of the total funds requested for any funding cycle, the number of individuals participating in the event may be taken into account when awarding funds. (See <http://clubs.ncsu.edu/scavma/> for detailed information regarding the shortage rule.) A written response to the applicant, stating the decision of the SCAVMA Executive Board, will be made within two weeks of the funding meeting. All approved applications will receive money at this time.

The requesting group will be required to complete a report on their travel experience. The purpose of this report will be to provide other members with a resource on travel experiences they may be interested in doing in the future. The format for the report is at the end of the application.

For **proactive** funding, a **report** and all **receipts** must be placed in the SCAVMA mailbox within 4 weeks of returning from the trip or within 2 weeks of the beginning of the semester if travel took place while classes were not in session. If you do not turn in receipts and reports, your group will lose eligibility for future SCAVMA funding. **Receipts must total the amount of money awarded by SCAVMA. If receipts total to less than the awarded amount, the group must return the surplus to SCAVMA.**

For **retroactive** funding, **receipts and reports** must be turned in with the application.

**To be completed by funding committee at time of review.**

Complete \_\_\_\_\_

SCAVMA report \_\_\_\_\_

Receipts \_\_\_\_\_

Pro-active \_\_\_\_\_

Retro-active \_\_\_\_\_

## Funding Application for Group Travel

*Please complete the following information in order to assist the SCAVMA Executive Board in reviewing your request. This form should be used to request funding for club-sponsored travel experiences, e.g. conferences, etc. **not** taking place at the NCSU CVM. If you have any questions, please contact the SCAVMA treasurer.*

Name of person completing application: \_\_\_\_\_

Email address of person completing application: \_\_\_\_\_

What position do you hold in the club? \_\_\_\_\_

Name of club: \_\_\_\_\_

Is this trip retroactive or proactive? \_\_\_\_\_

Classes involved: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Number of people going:** \_\_\_\_\_

**2. Total Cost of trip:** \_\_\_\_\_

**3. Cost of Trip per person:** \_\_\_\_\_

**4. Total Funds requested from SCAVMA:** \_\_\_\_\_

**5. Total funds raised for this trip (\$ amount): **\*\*Your club must raise 20% of the total trip cost in order to receive up to 80% of total trip cost from SCAVMA. If you are not able to fund 20% of the total trip cost then SCAVMA will attempt to fund only 60%.\*\*****

\_\_\_\_\_

Please list the ways in which your organization has attempted to raise money for this travel experience, listing the approximate dollar amount raised by each that will go towards this trip. The amounts listed should equal the total amount listed above in question 5.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## 6. Transportation

Circle one: car airplane train bus other \_\_\_\_\_

Please list the airline, rental car service, etc. \_\_\_\_\_

If driving, are you driving a personal or rented vehicle: \_\_\_\_\_

If driving a **rental car**, please list or estimate cost of rental (EXCLUDE gas): \_\_\_\_\_

If **proactive**, estimate total trip mileage: \_\_\_\_\_

**If driving a personal vehicle multiply mileage by \$0.585.** Enter estimated cost of gas: \_\_\_\_\_

**If driving a rental multiply mileage by \$0.285.** Enter estimated cost of gas: \_\_\_\_\_

\*\*These are IRS vehicle mileage rates, updated as of June 2008. The higher rate for the personal vehicle accounts for wear/tear, oil, etc.

If **retroactive**, list sum of all gas receipts (include receipts with application): \_\_\_\_\_

Please list (if retroactive) or estimate (if proactive) total cost of travel: \_\_\_\_\_

Please list (if retroactive) or estimate (if proactive) total cost of travel per person: \_\_\_\_\_

**\*If applying retroactively, include receipts (airline tickets, rental car, gas, etc.). If applying proactively supply receipts upon return. Please use the lowest estimate of airfare, rental car costs, etc. when listing your requested amount (question 4).**

## 7. Lodging:

Please list lodging and costs, estimate costs if proactive: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list (if retroactive) or estimate (if proactive) total cost of lodging: \_\_\_\_\_

Please list (if retroactive) or estimate (if proactive) total cost of lodging per person: \_\_\_\_\_

**\*If applying retroactively, include receipts. If applying proactively you may list several lodging options if you have not made reservations. Please use the lowest estimate when listing your requested amount (questions 4). You must supply receipts upon return.**

**8. Registration Fee(s) per person:** \_\_\_\_\_

9. Other costs (please specify costs per person as well as extra group costs): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the above statements are true, and I agree to provide all receipts and ***a written report to SCAVMA*** along with this application if this group is applying for retroactive funding. For proactive funding, I agree to provide receipts and a written report to SCAVMA within four weeks of the travel experience or within 2 weeks of the start of the semester (if trip is taken during the summer). I also certify that I have read, understand, and agree to the rules and regulations stated in the “SCAVMA Group Travel Funding Instructions.” **Failure to provide receipts and a written report will result in exemption from any future SCAVMA funding.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of President of Club \_\_\_\_\_ Date \_\_\_\_\_

Signature of Treasurer of Club \_\_\_\_\_ Date \_\_\_\_\_

Signature of Club Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Format for required report:**

Name and group:

Destination (be specific):

Date of Trip:

A detailed summary of the experience (maximum of one page):