



# Society of Women Engineers

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## SWE–Region H Collegiate Leadership Travel Grant Policy

### Purpose

Provide financial assistance for the Region H collegiate representatives (RCR), collegiate senator (RCS), and communications editor (RCCE) to attend the HART fall meeting and SWE Annual Conference, SWE Region H Conference, or any in person council or senate meeting. An alternate senator may only apply if she/he will be participating in the absence of a senator.

### Budget

- Budget will be set by the region council for each fiscal year.
- Budget dollars not used during the fiscal year will not be transferred to another fiscal year.
- Approved funds will be divided among qualifying events by the governor.

### Basic Requirements

- The travel grant may cover up to 75 % of the travel expense, if applicable; SWE Collegiate section or other available funds shall be used first.
- The traveling distance between the applicant’s home (college) and the location of the event must be more than 100 miles one way.
- Flights will only be reimbursed if the one-way travel distance exceeds 240 miles or if the applicant demonstrates that this is the most cost effective means of transportation. Associated fees (including but not limited to baggage, parking and airport shuttle) may be considered.
- Mileage can be reimbursed at the IRS approved business rate.
- Rental cars plus gas expense are permitted as a reimbursable mode of transportation.
- The applicant is responsible for demonstrating that they have selected the most cost effective method of transport. If they have not, expenses will be capped at the expenses associated with the most cost effective method of transport.
- If the applicant needs to stay overnight in a hotel during the conference, the applicant is encouraged to share a room with another SWE member and/or to find economically priced lodging that will not interfere with the event. Reimbursement will be at the rate of half of a double room or actual cost, whichever is less.
- Tour/recreational expenses will not be covered by the grant.
- Registration expenses are not covered.

### Approval Procedure

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- The treasurer will provide an application form.
- The due date for the application shall be at least one month prior to the start of Conference.
- The treasurer will review each expense within the application and will make a recommendation to the region officers for approval or rejection of each expense based on the point values below.
- The elected region officers shall approve or reject each application.
- Point Values

Point Value	Distance from
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	Event
5	Over 550 miles
4	451-550 miles
3	351-450 miles
2	251-350 miles
1	151-250 miles

- Additional points
  - One point will also be awarded if the applicant is making a report to the region council.
  - Two points awarded if the applicant is a presenter at a conference session.
  - One point will be awarded if the applicant also serves on a region committee and two points if they are a region committee chair.
  - One point will be awarded if the applicant also serves on a Society or senate committee.
- The total amount approved may be less than the grant budget for the fiscal year.
- The treasurer will inform the applicant of the approval/rejection of each expense and the total amount of the grant no later than 10 days after the application deadline.

## Guidelines for Approving Travel Grants

- The application must be received by the due date. E-mail is the preferred method for submitting an application.
- All basic requirements described above must be met.
- The amount of money to be approved will be based on the availability of the funds and the number of applicants. If there is more than one applicant for the grant, the funds may not necessarily be equally divided among applicants.
- When there is more than one applicant for a grant for the same event, the following conditions will be considered:
  - A greater consideration will be given to the applicant who has direct association with the event. For example, an applicant making a presentation will be given greater consideration.
  - An applicant that has never received a grant previously will be given greater consideration over an applicant that has.
- The governor may choose in any given year not to give a grant. Reasons for disapproval shall be provided to the applicant.

## Guidelines for Reimbursement

- Grant conditions may include the following:
  - A liability release form signed by the applicant prior to the event to release SWE from any liabilities that may result from travel
  - Proof of registration or attendance
  - Receipts related to travel
  - Other requirements as determined necessary by the region treasurer or governor



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- If the applicant is not able to use the travel grant by meeting all the conditions then the money will be returned to the region.
- If the actual costs incurred are less than the amount of the grant approved for an individual, reimbursement will be at 75% of actual cost.
- Required documents must be submitted within 30 days of the end of the event.
- Treasurer will issue reimbursement checks within 30 days of receipt of documentation.

## **Revision History**

May 16, 2005 – Revision A

September 5, 2006 – Revision B

August 27, 2007 – Updated dates for FY08

January 29, 2008 – Updated to include dates for FY09, RCNE and Celebrate SWE

August 2010 – Added Collegiate Senator, and HART event. Removed event dates

January 17, 2012 – Added senate meetings, policy for mileage and rental car reimbursement, and reimbursement deadlines. Also revised verbiage to match current practice.