Student Fees Funded Travel Criteria
Approved: April 25, 2016
Effective: July 1, 2016

*These criteria and expectations do not include student fee funded travel for non-students, i.e. entertainers, speakers, performers.

A. Academic requirements:

1. Must be in good academic standing with a minimum 2.0 semester GPA to be considered for student fee funded travel with their organizations and/or programs

2. Must be free of academic probation or warning in the semester requesting travel and, if travelling in a different semester, remain in good academic standing in the semester of travel

3. Must be willing to get approval from faculty to travel and confirmation that travel is not likely to affect student's academic standing in any class(es)

4. Must not withdraw from any class(es) during the semester requesting travel or in the semester of travel.

   a. Students who travelled, then withdrew from any class(es), will not be considered for travel in the next semester. Students who withdrew due to extenuating circumstances may request an exception from the Peer Travel Appeals Committee.

B. Service requirements:

1. Students must commit to return to service, in a UH Hilo CSO, CSO program or in a Campus Center program, for at least one semester following inter-island travel and at least two semesters for out-of-state travel. All service requirements are to be determined by the funding CSO. Exceptions to this will be determined by the Peer Travel Appeals Committee.

2. Students must present a plan for using what they will learn and how it will benefit other students in the CSOs, its programs and/or RISOs. They must act on the plan, when feasible within the semester of the travel, but no later than the following semester. For Spring travel, an action plan must be approved by the Peer Travel Appeals Committee for service prior to the end of the Spring semester or during the following Fall semester.

3. Should a student not return to the CSO that funded his/her travel, the student shall create a project/workshop that will benefit the members of all CSOs and/or their programs.

C. Financial requirements:
1. Students will pay, at minimum, for their non-conference meals and activities.

2. Program can pay, but is not limited to paying for registration, lodging and transportation. CSOs and programs are responsible to adhere to Campus Center processing deadlines to receive pre-travel stipends. Travellers should be prepared to pay for expenses in the event that pre-travel stipends are not received prior to departure.

3. Travel and conference expenses, including lodging and transportation, must be less than 10% of the program’s total annual budget.

4. Students who do not fulfill the obligations required for travel may be asked to refund part or all of the travel costs.

D. Other requirements:

1. Must be free of any disciplinary sanction or action

2. Must be free of any financial obligation.

E. Other priority considerations:

1. Students who attend an out-of-state conference are generally limited to one travel per year. Exceptions may be made after consultation with the CSO’s advisor, Campus Center Director and Peer Travel Appeals Committee.

2. Each CSO, and its programs, are encouraged to consider, for the same student, alternating inter-island travel and out-of-state travel in different fiscal years, e.g. someone who attends an inter-island conference would not also attend an out-of-state conference in the same fiscal year. Exceptions may be made after due consideration by the CSO overseeing the organization or program.

F. For regional or national conferences:

1. When allowed by the conference host, students planning to attend a regional or national conference, should submit a session proposal. Acceptance of a proposal will have a substantially positive effect on the decision to approve such travel, provided acceptance notification is received in time to meet Campus Center fiscal deadlines.
   a. Before submitting a proposal to the conference committee, the student must be interviewed and approved by the Peer Travel Appeals Committee.

2. If a student track is offered, students must participate in it and have participation documented by a certificate of completion issued by the conference or another form of verification defined by the Peer Travel Appeals Committee prior to travel.
G. Non-conference/training travel:

1. Each CSO shall establish criteria and expectations for non-conference travel, i.e. BoR meetings, UH Student Caucus, Legislature.

H. Peer Travel Appeals Committee:

1. Shall be made up of:
   a. Five (5) CSO members, one from each of UH Hilo’s CSO’s (BoMB, BoSP, UHHSAC, UHHSA, CC Fee Board)
   b. The CSO Advisor
   c. An invitation will be extended to the EEO Officer/ Impartial Student Affairs Professional. Their attendance is not mandatory but is highly encouraged.

*** For CSOs:

A. Consider traveller’s time out of classes and other commitments as well as traveller’s demonstrated ability to represent UH Hilo well

B. For conferences, should a staff/advisor attend with students? Pros & cons

C. CSOs and its programs will be held responsible and accountable for decisions made related to student fees funded travel.