Student Bar Association's Funding Request Protocol for Conferences/Travel

Mission/Purpose
The Student Bar Association at the Florida International University College of Law encourages students to attend international, national, state and local conferences that promote the interest in and understanding of various areas of law, while also expanding the presence of FIU Law. When possible, and upon the submission of an adequate and timely request, the SBA will consider requests for funding to offset costs of attending conferences. This opportunity is open to all students, student organizations, and/or law-student competitions. Approval is at the discretion of the SBA Board.

Who May Request Funding/What May be Requested
Any currently enrolled FIU Law student may submit a request for funding to be used for travel. This includes funds for travel, hotel stay/housing, and registration or other fees for conference attendance. All students seeking funding should look into funding via the Graduate and Professional Student Committee before seeking funding from SBA.

http://gradschool.fiu.edu/gpsc/

All students that are attending an event must sign and submit the SBA Travel Agreement, located at the bottom of this form, promising to attend the event SBA approved. These signed forms should be brought to the SBA meeting where the request is being considered, or emailed before the beginning of the meeting.

Additionally, because funding is limited, the SBA seeks to subsidize or offset the costs of attending events. Therefore, the SBA Board reserves the power to deny, approve, or amend any travel funding request.

The following caps apply to all students per calendar year (July 1 - June 30)
Per person cap per year: up to $600
**Exceptions may apply at the discretion of the SBA Board.**

How to Request Funding
A funding request for travel is considered timely if it is submitted at least THIRTY (30) days before the start date of travel. We encourage student organizations to plan ahead and submit requests as soon as possible, preferably multiple months in advance. Funding requests for travel should be submitted using the same form as student organization funding requests for events, found on the SBA Website. You do not need to complete a room request or FIU Calendar Event. If the student applying for travel funding is not associated with a recognized student organization, the student must contact the SBA Treasurer, sbatreas@fiu.edu, before submitting the request on the SBA website. The subject line of the email should read: Notice of Intention to Apply for Travel Funding.

In addition, organizations must submit two quotes for rooming accommodations and travel arrangements.
The student and/or student organization must have a representative attend the SBA meeting where the request is to be considered. That representative must be prepared to answer the following questions, as well as any other questions posed by the SBA Board:

- What is the purpose of this trip?
The SBA expects students attending these events to attend and be present during the event dates. The purpose of students to attend events is for professional development and networking purposes. This should be the main goal of students attending these events. The President of the organization or a self-selected student attending the event/competition will be held accountable to make sure that all the students attending will be fully present at the event. Failure to attend the event will result in sanctions against the organization including restrictions of travel funds for the current academic year and in the next academic year. The SBA Board can issue other sanctions it deems necessary including referring the students and organization to the Dean.

Factors That Go Into Decision-Making
The SBA will take many factors into consideration when granting funding requests for travel. Factors include, but are not limited to: the number of students attending the event, the nature of the event, the amount requested, whether attending the event was made available to the entire law student body, and whether the requesting individual/group has already received funding for travel from the SBA for the current academic year.

Our Promise
The SBA promises that funding requests for conferences will not be discriminated against based on content related to political affiliation, race, age, sex, religion, national origin/ethnicity, disability, or sexual orientation.

IF YOU HAVE ANY QUESTIONS/CONCERNS EMAIL: sbapres@fiu.edu or sbatreas@fiu.edu

SBA TRAVEL AGREEMENT

By signing this form I acknowledge that I, ___________________, will attend an event from _______ to _______ that is being funded, in part, by the Student Bar Association of the Florida International University College of Law.

I understand that if I sign and turn in this form, but do not attend the event, I may be liable for repayment of travel funds already approved by the SBA.

By signing this form I am agreeing to provide both the SBA Treasurer and the Treasurer of the associated student organization, if any, with copies of this signed travel agreement.

Name of Event: ____________________________

Name of Associated Student Organization: ____________________________

Amount of Funding Received: $ ____________________________

Print Name ____________________________

Signature ____________________________