



TRAVEL GRANTS

FUNDS AVAILABLE TO SUPPORT TEAM TRAVEL

TSGC does not reimburse students directly for travel-related expenses. Team Travel is approved and reimbursed by the department; then recouped when the team submits evidence and breakdown of travel expenses.

Two Travel Grants are available to reimburse for team/project-related travel.

[1] BASIC TEAM TRAVEL GRANT provides up to \$500 to the department to “reimburse” for approved project-related travel. Authorized use includes: travel to the **DESIGN CHALLENGE SHOWCASE**; mentor’s workplace, project related field trips, & travel to satisfy Option Areas. *Supporting documentation of travel type and nature [Team Travel and Expense Report w/ copies of receipts] must be submitted to TSGC to qualify for reimbursement.*

[2] LONG DISTANCE TRAVEL GRANT for up to \$500 is provided automatically to teams who must travel 300 miles or more to attend the **SHOWCASE**. Larger than average teams may also qualify.

In both cases the team travels **ONLY** with the approval of the department:

1. Talk to your department about how to arrange for project-related travel
2. During travel - keep all expense receipts and submit a “reimbursement request” to your department as soon as your return in order to receive a “travel refund”
3. Submit Team Travel and Expense Report documentation to TSGC with copies of receipts attached.
4. Your attention to Items 1-3 will result in your department providing you with a refund for the money you spend on your approved travel. The faster you submit the paperwork; the faster you will receive the reimbursement. The department will then “bill” TSGC to recoup what they have paid you. The Expense Form you submit to TSGC will provide reference to your department’s claim to receive those funds.

TSGC does not reimburse students directly - - your department is responsible for reimbursing students for travel.

TEAM TRAVEL FUNDS - APPROPRIATE USE	
<ul style="list-style-type: none"> <input type="checkbox"/> Travel associated with required DESIGN CHALLENGE SHOWCASE attendance in Houston [Level III] <input type="checkbox"/> Team field trip or site visit <input type="checkbox"/> Travel for the purpose of engaging in Option Area activities. <input type="checkbox"/> Meeting attendance. <p>TSGC Deliverables</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit a Team Travel & Expense Form as documentation at the conclusion of travel. <ul style="list-style-type: none"> ▪ Attach copies of receipts, team photos, a narrative description and any additional documentation associated with your travel as an Appendix to any Level report. 	
TRAVEL GRANT – DELIVERABLES FOR EACH TRIP	DEADLINE
<ul style="list-style-type: none"> <input type="checkbox"/> Team Travel & Expense Report [submit at conclusion of travel] <ul style="list-style-type: none"> ▪ Team Travel and Expense Report form ▪ Copies of Receipts / Photos / Narrative – documenting trip ▪ Optional - Other documentation [brochures, agenda etc] 	<p>See “Semester Timetable”</p> <hr/> <p>\$\$ AWARD</p> <p>Standard: up to \$500.00 Long Distance: up to \$500</p>

TEAM RESPONSIBILITIES

- Team travel may be incorporated at any time during the semester, but must be completed by the semester deadline.
- All team travel must fall within the travel categories stated above.
- Travel arrangements are the responsibility of the team and the faculty advisor; and in accordance with University policy regarding student travel.
- Expenses that appear to be unusual or excessive will not be eligible for reimbursement.

TRAVEL GRANT FUNDS TO SUPPORT TEAM TRAVEL

Frequently Asked Questions about Team Travel.

How is travel arranged?

Teams apply for permission to travel in advance through the Faculty Advisor / Department Administrative Desk. Typically, universities require that you submit a "Standard Travel Request" for approval to the department chairman. Your department can help you with arranging travel and securing a rental car if required. If using your own car, a standard per-diem rate is applied to help cover gas, wear and tear on your car.



How is travel paid for?

Typically, team members will use a personal credit card or cash to pay for travel expenses - - then apply to their department to be reimbursed upon their return.

How will the team receive Travel funds to pay us back from TSGC?

The team will submit a "Travel Reimbursement" form to its department for reimbursement. You will receive a check directly from your institution. The team will also submit a Team Travel & Expense Form to TSGC with copies of receipts to document travel. This documentation will be used to validate your department's request for compensation on your behalf.

Does our team qualify for a Long-Distance Travel Grant? See chart below.

TSGC MEMBER INSTITUTION & CITY LOCATION		APPROXIMATE DISTANCE*				AUTOMATICALLY TRAVEL GRANT ELIGIBLE?
		AUSTIN		JSC		
		MILES	HRS	MILES	HRS	
Baylor	Waco	103	2.0	205	4.0	NO
Lamar	Beaumont	248	4.5	108	2.0	NO
PVAMU	Prairie View	116	2.5	67	1.5	NO
Rice	Houston	162	3.5	20	0.5	NO
San Jacinto	Pasadena	177	3.8	5	0.3	NO
SMU	Dallas	195	3.5	259	4.5	NO
Sul Ross	Alpine	402	8.0	605	10.5	YES
TAMU	College Station	107	2.0	124	1.8	NO
TAMUCC	Corpus Christi	216	3.5	230	4.5	NO
TAMUK	Kingsville	231	4.0	255	4.8	NO
TCU	Fort Worth	189	3.3	291	5.0	NO
TSU	Houston	162	3.5	20	0.5	NO
TTU	Lubbock	415	8.0	600	10.5	YES
Trinity	San Antonio	79	1.3	217	3.8	NO
UH	Houston	162	3.5	20	0.5	NO
UHCL	Clear Lake	182	4.0	5	0.3	NO
UHDT	Houston	162	3.5	20	0.5	NO
UT	Austin	5	0.3	182	3.5	NO
UTA	Arlington	199	3.5	276	4.5	NO
UTD	Dallas	195	3.5	239	4.0	NO
UTEP	El Paso	576	10.0	768	13.0	YES
UTSA	San Antonio	79	1.3	217	3.8	NO
UTHSC	Houston	162	3.5	20	0.5	NO
UTHSC	San Antonio	79	1.3	217	3.8	NO
UTMB	Galveston	212	3.8	30	0.5	NO
UTPA	McAllen	312	5.0	370	7.0	YES
UTSWMC	Dallas	195	3.5	239	4.0	NO

* According to Rand McNally [www.randmcnally.com]