

# Food Reimbursement During Off Campus Travel



## Purpose

Off campus travel is an integral component of many student organizations whether it be for competitions, conferences, service trips, performances, activism, etc. Given the inherent costs associated with travel, full involvement in a student organization can be financially burdensome to some students. To encourage student involvement and make the Middlebury experience accessible to all, the SGA will cover food expenses for org sponsored trips to students with demonstrated need.

Although the SGA Finance Committee has allocated the money for the Travel Food Reimbursement Program, the names of students who apply remain confidential among Amanda Reinhardt, Maria Farnsworth and the Club Cluster Managers.



**Please Check Your Eligibility:**

1. The student must be receiving financial aid as defined by the Student Financial Services department
2. You must be on your student organization's official roster
3. The organization must have approval for the trip from the SGA Finance Committee
  - a. Travel costs funded explicitly in their budget / new money request
  - b. If travel costs were not funded in budget/new money request, organizations must get written approval from the SGAFC to use their organization budget in this way.
  - c. If you are not sure if your club leader has budgeted for the trip, please contact Maria Farnsworth at [mfarnswo@middlebury.edu](mailto:mfarnswo@middlebury.edu), who is able to confidentially check your club's budget
4. The trip must be two or more days including an off campus overnight.
5. The trip must take place during the academic year
6. Orgs that already receive travel food funding from the SGA (MAIt, Mountain Club) are not eligible for this added benefit

## **The process**

1. The organizational leadership will request funding from the SGA Finance Committee for their travel. This will include the length of the trip and number of participants. This will happen in the spring budget process, or during a new money request.
2. Each spring, in addition to funding the vehicular travel costs in the Org budget, the FC will allocate the appropriate sum of money to the SGA Food Reimbursement budget.
3. At least 2 weeks before planned travel, the student who would like to apply for the reimbursement to cover food costs, will fill out [THIS FORM](#), which will be directed to Student Activities, who will check your eligibility with the financial aid office.
4. Student Activities Office will send a confidential email to the students if they qualify.
5. Qualified and participating students will submit receipts for their incurred expenses within two weeks of travel to a box in the Student Activities Office.
6. Student Activities staff will receive those receipts and will reimburse students up to \$15 per day