

Model UN – Student Responsibilities for Conference Travel

Student Representative:

One student from the group will be designated to complete travel funding application forms and submit those along with any and all required documentation to appropriate offices. Regardless of the funds awarded, all travel will be under the Political Science departmental affiliation, so be sure to inform the Political Science department Travel Specialist of your funding awards.

The student rep. will handle the reimbursement process on behalf of the entire group, working closely with the Travel Specialist to ensure that appropriate procedures are followed and university policies are adhered to. If there are any questions about policies or how things are being handled, please address them to the department.

Financial Responsibilities:

The group has the responsibility of paying for registration fees, hotel costs, transportation, and any other expenses necessary for travel. Model UN's account should cover some of the initial costs, however students may be held responsible for paying their own delegate fees and/or hotel costs if they do not fundraise enough to support the club's account. [NOTE: If any students drop out of the conference after the registration fees have been submitted/paid on their behalf, then they need to pay Model UN for the cost of their registration fee or fundraise to make up the cost to the club.]

Funding from Political Science, the SBS Dean, the Vice Provost, etc. are handled internally. The funds are not available to the students until after travel is complete and all receipts and documentation are submitted to the Travel Specialist. It is a REIMBURSEMENT process, which means funds are disbursed AFTER the trip.

Driving & Gas receipts:

Students who agree to carpool and use their own cars may submit gas receipts for reimbursement. ONLY THE DRIVER WILL BE REIMBURSED. DO NOT PAY UNLESS YOU ARE DRIVING YOUR OWN CAR.

All gas receipts MUST be dated within the trip dates, and should be comparable to other student drivers' gas costs. In general, drivers should not submit more than 4 receipts in a given trip – this includes filling up just before departure from NAU and upon arrival back at NAU. If you have excessive receipts/costs, justification must be provided.

All drivers should submit their gas receipts to the group's designated travel person OR directly to the Political Science department's Travel Specialist. Along with these receipts, provide your name, driver's license number (and state), and license plate number.

University Policies:

All travel policies can be found online on the NAU Comptroller's website under the Travel Link. In addition, the Political Science website has travel information specific for Model UN under the Internal Use link. If you need any further information or have questions about policies and procedures, please contact the Political Science department's Travel Specialist in SBS room 224.

***Please print & sign your name below, verifying that you understand your travel responsibilities as a member of Model UN.*

_____/_____
Signature Printed Name

Date