Zeta Chapter

Travel Grant Award

Revised Date: 05/2024
Effective Date: 07/01/2024
Next Review: 05/2026

Travel Grant Award. Revised, edited, and reviewed by members of the Sigma Theta Tau Zeta chapter Governance Committee and the Zeta Board. The origin of the policy is Sigma Theta Tau International.

Overview

The Board of Zeta Chapter recognizes that chapter members may be required to travel or incur other expenses to carry out chapter work or scholarship that meet the goals of the mission of STTI and Zeta. This policy outlines the travel grant application, mechanism, and funding logistics for up to $2500 for travel related to conferences (either continuing education and/or professional presentation) and/or scholarly dissemination.

The purpose of this policy is to ensure that:

a. Adequate cost controls are in place;
b. Travel and other expenditures are appropriate (up to $2500); and
c. A consistent and uniform approach is followed for the timely reimbursement of authorized expenses incurred by chapter members.

Important to Note: The board *will* approve conference attendance to non-Sigma Theta Tau conferences as long as said conference(s) is/are consistent with the professional practice of nursing and align with the goals of the Zeta and Sigma mission statements.

Policy and Requirements for Application

- Applicants must be members of Sigma Theta Tau, International and the Zeta Chapter.
- The Zeta Chapter board may appoint any *non-delegate* Zeta members to represent the chapter at the STTI Convention or Regional meetings.
- Zeta Chapter board will authorize all travel related to representing the chapter. The treasurer will maintain a copy of the minutes that documents the board's approval.

- Expenses actually incurred will be reimbursed following the current USGSA guidelines for the involved city. See www.gsa.gov. This includes conference registration, travel, hotel, ground transportation and meals. Up to $2,500 will be reimbursed. *Applications under $500 will not be considered.*
- Chapter members are responsible for securing all travel arrangements and paying all their expenses. Every attempt should be made to minimize cost for Zeta Chapter.
- Chapter members traveling on behalf of Zeta Chapter may incorporate personal travel or personal business with their Zeta-related trips; however, Zeta Chapter **will reimburse only the conference-related expenses**. Any additional non-convention related expenses (stopovers, meals, transportation, etc.) are the sole responsibility of the individual and will not be reimbursed by Zeta Chapter.
- Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by Zeta Chapter.
- **This policy is a *reimbursement* travel grant**. Reimbursement will occur **after** the travel event has been completed and receipts are submitted to the Zeta Treasurer (zetastti@umn.edu). Applicants will be responsible for securing reservations for their travel out of their personal finances and maintaining receipts. Once travel is completed, applicants are expected to submit their receipts to the Zeta Treasurer for reimbursement. The Zeta Treasurer will process the applicant's reimbursement as long as the reimbursement form is submitted to the treasurer **within 60 days after the expense is incurred or the trip ends**. Upon obtaining the reimbursement form, the Zeta treasurer has 30 business days to process the awardee's reimbursement check. The Zeta treasurer will keep detailed reports of all financial processing.
- If the grant recipient fails to complete the travel for reasons *other than illness or death of a family member*, Zeta Chapter will not be obligated to pay costs incurred by the applicant and will be reimbursed for costs already paid by Zeta.

Reporting experience of travel back to the Zeta Board:

- Awardees are expected to provide a short report to the Zeta board **within 60 days of travel completion**. This report can take any form that the awardee selects. Examples are selected here, but are not all-inclusive:
  - Reflective summary of learnings from conference (no more than 1 page, double-spaced)
  - VoiceThread of learnings from conference (no more than 10 minutes)
  - Share a video clip of your presentation from the conference (if presented)
  - Share your e-poster or presentation from the conference (if presented) along with an annotated summary of how the presentation went

Please submit your report-back deliverable to zetastti@umn.edu

Other Notes and Application Processing

- Travel grants will be awarded on a rolling basis and will be based on Zeta Chapter fund availability and appropriateness of travel application. Application submissions are accepted year-round. The applicant must complete the application in its entirety for full consideration.
- **Only 1 Zeta Chapter grant is allowed / fiscal year.** Thus, members are ineligible for a travel grant if they've already received an EBP or Research grant within said fiscal year.
- Zeta Board members *are* eligible to apply for Zeta grants. However, *they must abstain from voting on their own application and may not be present during discussions of said application as to not bias other board members in their decisions.*

Summary of Process

1. Apply for a Grant (Rolling Application)
2. Zeta Approves or Denies the Grant and Applicant Notified
3. If Approved, awardee coordinates and completes all travel themselves
4. At completion of travel (within 60 days), an awardee submits reimbursement form to the Zeta Treasurer at zetastti@umn.edu
5. At completion of travel (within 60 days), an awardee submits a report of their travel experience/conference learnings (see "Reporting experience…" section) to the Zeta Board (zetastti@umn.edu)
6. Zeta Treasurer will process the reimbursement form within 30 business days of form receipt
7. Upon final approval and processing of an awardees' reimbursement form, the awardee will be sent a reimbursement check from the Zeta Chapter.

Zeta Chapter, Sigma Theta Tau International
Travel Grant Application Form – Two Pages

Complete this portion of the document and submit it for **approval *before* travel**.

Applicant Name:	
Mailing Address:	
Street:	
City/State:	Zip Code:
Email address:	
Telephone:	
Current Role (i.e., Student, Faculty, Clinical RN, etc.):	
Name of Conference:	
Location**:**	
Dates of conference:	
Please provide a link to the conference website, if available:	
What is your role at this conference? (Please note, you are *not required* to present to be eligible for a travel grant)	

Attendee Presenter Other
If presenting, provide the title and a brief summary (abstract) of your presentation:
Have you received a Zeta Chapter STTI grant of any kind within the last year? Yes No
I confirm that I am currently a Sigma Theta Tau Zeta Chapter member Yes

ANTICIPATED BUDGET

Please remember to add any travel expenses (airfare, ground transportation, mileage, etc.) as well as lodging costs, meals, and conference expenses. For example, under 'item' list "Flight to X city." Under justification, provide a link to the ticket cost for your anticipated round trip flight and list that in U.S. Dollars under Estimated Cost. See www.gsa.gov for additional assistance in quantifying meal planning, ground transportation, etc.

Item	**Justification**	**Estimated Cost (U.S. Dollars)**
	BUDGET TOTAL Zeta Chapter will only reimburse up to $2500. The minimum grant application request is $500	

This concludes the Application portion of the Travel Grant

Zeta Chapter, Sigma Theta Tau International
Travel Grant Reimbursement Form – One Page

(to be completed by awardees only after travel is concluded)

Complete and submit this portion *after* travel has been completed:

Name of the person who traveled:	
Email address:	
Address:	
Telephone number:	

Please list a summary of your receipts below and append all receipts for hotel, airfare, ground transportation, meals, conference registration, and any other travel-related expenses. Return this form with your receipts to the Zeta Treasurer at zetastti@umn.edu within 60 days of travel completion.

Reimbursement Summary (add more rows as needed):

Item	**Cost** (Should match your receipt)	**Receipt Attached to this form** (or via email)?* *If No, please explain.
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
TOTAL Minimum: $500 If exceeds $2500, only $2500 will be reimbursed		