

## Student Funding Board Application Travel Rubric

The Student Funding Board (SFB) members will use a rubric to evaluate each funding request based on SFB guidelines and George Mason University policies.

### Rating for Travel Mandatory/Non-Mandatory Criteria:

#### *Definitions of Criteria:*

- Mandatory Criteria is defined as criteria that must be met, as required to meet SFB guidelines and/or University policy.
- Non-Mandatory Criteria is defined as additional criteria that must be met for SFB funding approval.

#### *Ratings of Criteria:*

- Mandatory Criteria will be rated with a “yes” or “no.”
- Non-Mandatory Criteria will be rated on a scale from 1-3:
  - Does NOT meet criteria or needs major modifications = 1
  - Needs minor modifications = 2
  - Fully meets criteria = 3

### To Qualify for Travel Funding:

- All Mandatory Criteria must receive a “yes” rating
- All Non-Mandatory Criteria must receive a score of 5 or higher

SFB reserves the right to adjust requested amounts as they are responsible for being good fiscal stewards.

### Adjustments and Revisions after Initial Review

SFB Requests that do **not** meet criteria or need modifications will receive a:

- “No” for Mandatory Criteria
- 1-score rating for major modifications for Non-Mandatory Criteria
- 2-score rating for minor modifications for Non-Mandatory Criteria

Once revisions are adjusted to meet requirements, requests then will receive a:

- “Yes” for Mandatory Criteria
- 3-score rating for Non-Mandatory Criteria

If modifications to the SFB application are needed for approval, Registered Student Organizations (RSOs) will have the opportunity to revise and resubmit information within 3 business days after receiving notification from SFB. If RSOs fail to revise within the designated time frame, then RSOs will receive a denial of funding.

**Student Funding Board Application Criteria: Travel Requests**

Criteria	Description	Mandatory	Rating
Integrity	<p>Request adheres to SFB guidelines and university policies.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• RSO fails to provide the names of the individuals traveling and the names of the individuals travelling are not listed on their organizations roster on Mason360.</li> <li>• RSO requests more than \$500.00 for one individual to travel. The amount will be adjusted to meet the SFB guideline of no more than \$500.00 being allocated per individual should all items requested be allowable travel expenses.</li> </ul>	Yes	Yes / No
Advisor Approval	RSO Faculty Advisor has provided approval via Mason360.	Yes	Yes / No
Reasonable Price	<p>Application provides documentation validating costs at a fair market value for any expenses requested. If it is above a reasonable price, SFB reserves the right to adjust the funding or deny the request. If the funding is adjusted, RSOs can make up the difference with Self-Generated Revenue (SGR).</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• Score 1: Failing to submit all documentation validating cost or submitting a significantly above fair market value price quote</li> <li>• Score 2: Submitted documentation and provided a slightly above fair market value price quote</li> <li>• Score 3: Submitted documentation and provided a reasonable fair market value</li> </ul> <p>For travel price ranges and allowable travel expenses, consult the GMU Fiscal Services Travel Guidelines:  <a href="https://fiscal.gmu.edu/wp-content/uploads/TravelMealsManual.pdf">https://fiscal.gmu.edu/wp-content/uploads/TravelMealsManual.pdf</a></p>	No	1 / 2 / 3
Purpose/Value	<p>The purpose/value of the travel is explained well without additional information being needed. The following questions have been answered in detail:</p> <ol style="list-style-type: none"> <li>1. Briefly describe what will happen at your travel destination.</li> <li>2. What is the purpose of your travel?</li> <li>3. How will this travel support the mission of your organization?</li> </ol>	No	1 / 2 / 3

	<p>4. What do you hope to get out of this experience? What value does this experience bring to the Mason community?</p> <p>5. What and how do you hope to share back upon returning to Mason?</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• Score 1: Answering less than 3 out of the 5 questions</li> <li>• Score 2: Answering at least 3 out of the 5 questions</li> <li>• Score 3: Answering all 5 questions</li> </ul>		
<p>Total Score:</p> <ul style="list-style-type: none"> <li>• All Mandatory Criteria must receive a “yes” rating</li> <li>• All Non-Mandatory Criteria must receive a score of: <ul style="list-style-type: none"> <li>○ Travel: 5 or higher</li> </ul> </li> </ul>			<p>Yes:</p> <p>No:</p> <p>Score:</p>