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

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<th>Criteria</th>
<th>Description</th>
<th>Mandatory</th>
<th>Rating</th>
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| **Integrity**       | Request adheres to SFB guidelines and university policies. Examples:  
  • 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.  
  • 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. | Yes       | Yes / No |
| **Advisor Approval**| RSO Faculty Advisor has provided approval via Mason360.                                                                                                                                                       | Yes       | Yes / No |
| **Reasonable Price**| 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).  
  Scoring:  
  • Score 1: Failing to submit all documentation validating cost or submitting a significantly above fair market value price quote  
  • Score 2: Submitted documentation and provided a slightly above fair market value price quote  
  • Score 3: Submitted documentation and provided a reasonable fair market value  
| **Purpose/Value**   | The purpose/value of the travel is explained well without additional information being needed. The following questions have been answered in detail:  
  1. Briefly describe what will happen at your travel destination.  
  2. What is the purpose of your travel?  
  3. How will this travel support the mission of your organization? | No        | 1 / 2 / 3 |
4. What do you hope to get out of this experience? What value does this experience bring to the Mason community?

5. What and how do you hope to share back upon returning to Mason?

Scoring:
- Score 1: Answering less than 3 out of the 5 questions
- Score 2: Answering at least 3 out of the 5 questions
- Score 3: Answering all 5 questions

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<tr>
<th>Total Score:</th>
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<tbody>
<tr>
<td>- All Mandatory Criteria must receive a “yes” rating</td>
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<td>- All Non-Mandatory Criteria must receive a score of:</td>
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<td>- Travel: 5 or higher</td>
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<tr>
<td>Yes:</td>
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