SORF Rubric - Trip/Travel Request					
Name of Requesting Organization:					
Funding Criteria	Yes	No	Unclear	N/A	Comments
Applicant Eligibility					
Is the organization a recognized Club?					
Is this the first time SORF has received an application for this particular trip?					
Has the group received SORF funding less than 3 times this fiscal year?					
Funding Eligibility					
Is the total amount requested less than 80% of the total cost of the trip?					
Is the remaining 20% of funds needed clearly accounted for in their addendum (ie. fundraising, existing budget dollars, financial co-sponsorship)					
Is the requested amount $4,000 or less?					
If this request were fully-funded, would the group be receiving a total of $7,000 or less for this fiscal year from SORF funding?					
Are the SORF funds going to be donated to a charitable organization or political campaign?					
Are the SORF funds being used to purchase items for resale/fundraising?					
Trip Eligibility					
Does the trip comply with all university policies as well as federal/state/local laws?					
Is the trip open to any Xavier student affiliated with the organization?					
Does the justification from the organization show how the activity enhances student learning and supports the mission of the organization?					
Does the itinerary provide a sound understanding of the trip, learning or professional growth opportunities & the activities associated with this experience?					
Did SORF provide funding for this trip last year?					

Funding Criteria	Yes	No	Unclear	N/A	Comments
Budget Request / Addendum Review					
Does the request for admission appear to be reasponable and/or accurate? ($40 or less per person)					
Does the request for airfare appear to be reasonable and/or accurate? ($600 or less per traveler; selecting coach seating; more than 7 hours driving distance)					
Does the request for chartered bus/professional transportation appear to be reasonable and/or accurate?					
Does the request for car rental appear to be reasonable and/or accurate? (less than 7 hours driving distance)					
Does the request for conference registration appear to be reasonable and/or accurate? ($250 or less per delegate; no annual membership dues)					
Does the request for hotel rooms appear to be reasonable and/or accurate? ($75 or less per person per night)					
Does the request for meals appear to be reasonable and/or accurate?					
Does the request for parking appear to be reasonable and/or accurate?					
Does the request for personal mileage reimbursement appear to be reasonable and/or accurate? ($0.67 per mile; less than 250 miles each direction)					
Does the request for presentation materials appear to be reasonable and/or accurate? (the group confirmed they are presenting, up to $150 in materials cost)					
Does the request for public transportation appear to be reasonable and/or accurate?					
Does the request for team registration fees appear to reasonable and/or accurate? (up to $250 per team)					