Applications: Rules and Regulations

1. Applicants must be undergraduate organizations **recognized by PSU**.

2. Only organizations based at University Park are eligible for funding.

3**. No more than 20% of the semester budget** will be spent on any **single** organization. If an organization has received this amount, they will be notified.

4. Applications are rolling. Expect a 1 to 2 week turn around.

5. Incomplete applications, applications with bad budgetary information, or applications with errors in their accounting will be **automatically disqualified**.

6. Generally, funding for travel will cover expenses for **five to seven students** unless circumstances seem to really **warrant a large group** of travelers.

7. Travel funding shall be granted if the group in question is **presenting, accepting an award, competing at the desired destination**, or attending leadership workshops and all members being funded must be registered in the Penn State **College of Engineering**. In addition to the aforementioned reasons, an organization will only be considered for funding if the trip leads to professional development.

8. The organization **must have already requested funds from UPAC** for the item(s) applying for from EUC. (If not, state reasoning) Application must include a statement of whether they were approved for UPAC funding. If approved, include the amount awarded. If not approved, include why organization was not granted funds.

9. Applications **must** be submitted **at least 1 week** prior to commencement of trip

10. Items that **must** be included in submitted applications:
   • Conference programs including registration fee information.
   • Airfare/Car Rental/Bus Tickets/Hotel price information

11. Organizations receiving funding must submit an expense report within **2 weeks** from:
Travel/Programming: the last day of the event, or
Equipment: the date of purchase.
-**In most instances, the source of funds is a corporate donation, so included will be a letter of appreciation where applicable.** We will expect this along with the expense report (receipts, summary of event, pictures, etc.), and will notify you of the company's name as the funds are approved. **Failure to submit a report results in 4 years of automatic denial of all requests.**

12. If UPAC denies a funding request and your organization requests an appeal, you must notify the EUC Allocations Committee. Once the result for the appeal is given, you also must notify the EUC Allocations Committee within 1 week.

13. EUC will only fund travel within the Continental United States. Funds will not be given to organizations traveling internationally. EUC reserves the right to decide whether travel is deemed international or continental.

14. Student organizations hosting conferences or symposiums at Penn State are eligible to receive funding through EUC. Funding restrictions may apply, and will be handled on a case-by-case basis.