



Travel Sponsorship

Events, productions, and activities at UCSC require the sponsorship of a University office. SOMeCA serves as the central sponsor for Registered Student Organizations (RSOs).

An RSO may request sponsorship through SOMeCA for travel when there is a direct connection between the expenses and the business purposes of the student organization; is for participation in a detailed structured conference and/or competition; and hosted by a University and/or Institution/Organization (i.e. to attend a conference and/or competition directly related to the student organization). The business purpose of the travel must be substantiated by a direct link to the conference and/or competition (i.e. website, registration site, conference program/flier, detailed itinerary from the hosted University and/or Institution/Organization).

Eligibility:

To ensure the success and safety of RSO travels, SOMeCA has worked collaboratively with students to develop requirements and procedures for approval.

Due to the COVID-19 pandemic and health risks posed by travel, in-person travel will not be possible this year.

To be considered for sponsorship, the conference/webinar (virtual) must meet the following:

- The travel is in compliance with campus policies including [UCSC Travel Guide](#) and [UCOP Travel Policy](#).
- There is sufficient planning time to address the complexity of the travel and risk associated with travel. SOMeCA does not sponsor International travel.
- The RSO eligible for mid-scale events may propose mid-scale conferences/webinars(virtual). Mid-Scale conferences/webinars(virtual) is defined as:
 - Conference/Webinar attendance for 1-9 individuals
- The RSO has demonstrated experience in producing events/activities through its successful completion of a minimum of 2 mid-scales events before producing a Large conferences/webinars(virtual). A Large conferences/webinars(virtual) is defined as:
 - Conference/Webinar attendance (virtual) for 10+ individuals

Process of Requesting Sponsorship:

- The student organization must be a Path A or B to request sponsorship for travel.
- Authorized representatives of the RSO meet with SOMeCA staff at minimum 5 weeks prior to the proposed travel date.
 - The meeting will provide SOMeCA staff and the RSO the ability to inquire about the details related to the travel, agreement of sponsorship (if applicable) and schedule deadlines.
- If sponsorship is approved, all funds required for the travel must be deposited in the organization account within 24 hours of this initial meeting.