



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. To be considered for sponsorship, the travel 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 travel. Mid-Scale Travel is defined as:
 - Out-of-State travel involves no more than 2 students.
 - In-state travel involving no more than 10 students.
- 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 Travel. A Large travel is defined as:
 - Out-of-state travel includes no more than 10 students.
 - In-state travel involves no more than 24 UCSC students.

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.