

Louisiana State University  
Individual Relief Fund Bylaws

**PREAMBLE**

The Individual Relief Fund was created by the Louisiana State University Student Senate SGB 9 on March 25<sup>th</sup>, 2026. The purpose of the Individual Relief Fund is to provide travel funds to students representing LSU at professional conferences and tournaments. The Individual Relief Fund, overseen by the Senate Budget and Appropriations Committee, will operate on a direct request basis and ensure that all awards granted are distributed equitably and benefit the LSU community. The fund shall serve as a source of supplemental funding available only as a reimbursement for travel expenses.

**ARTICLE 1**

**NAME**

**§ 1. Name**

The name of this entity and all its subsidiaries shall be the Louisiana State University Individual Relief Fund, herein referred to as IRF.

**§ 2. Purpose**

The purpose of the entity shall be to provide supplemental travel funds to undergraduate and graduate students who represent LSU at professional conferences and tournaments.

**ARTICLE 2**  
**GOVERNANCE**

**§ 1. Committee**

The Louisiana State University Budget and Appropriations Committee, herein referred to as the Committee, shall review all funding requests for approval.

**ARTICLE 3**  
**FUNDS AND ELIGIBILITY REQUIREMENTS**

**§ 1. Source of Funding**

Funding for the IRF shall be allocated through a senate finance bill passed by the Student Senate through the standard legislative process, and it shall consist of 5-15% of the Senate Initiatives Fund.

## **§ 2. Funding Policies**

IRF will operate on a direct request basis. The Committee will see that funds are distributed equitably and that they are used in the best interest of the University. IRF encourages applicants to seek other sources of funding, including:

- A. Any University budget (includes departmental budget); or
- B. Any federal, state, or local grant given for the purpose intended by the organization or individual.
- C. Other external sources of funding.

Organizations or individuals who have access to these kinds of funds must inform IRF of their existence to allow the committee to factor those funds into the decision.

## **ARTICLE 4 GENERAL FUNDING GUIDELINES**

### **§ 1. Funding; limitations per year**

Individuals may only receive IRF funds once per academic year.

### **§ 2. Funding; restriction on use of additional sources**

Funding may not be provided to students that have received funds from Student Senate or Student Government for the same experience. If funding from these sources is acquired after IRF approval, all IRF funding will be revoked.

## **ARTICLE 4 CLAUSE**

In the event of a pandemic or natural disaster, where travel is limited or travel advisories are in place, registration expenses for Virtual conferences can be submitted for IRF funding consideration. Virtual conferences must meet the same approval standards as an in-person conferences.

## **ARTICLE 5 APPLICATION PROCESS**

### **§ 1. Application; defined**

The IRF Application is the most recently updated version as approved by the Budget and Appropriations and SLDCO Chairs and is available on the Student Government website.

## **§ 2. Application; completion**

Any individual seeking funds must complete an IRF application and provide all supporting materials and signatures required therein. Only completed applications will be accepted for consideration. Applications may be deemed incomplete without adherence to all IRF requirements.

## **§ 3. IRF Requirements**

The following items must be submitted in a completed IRF application:

- A. Brief narrative on the students' desired experience, and their reason for wanting to attend.
- B. Previous funding from the IRF Committee;
- C. Detailed explanation of the trip which include;
  1. Purpose of travel and its benefit to the LSU community;
  2. Event dates , times, and venues;
  3. Conference schedule;
  4. Plans for transportation;
- D. Detailed budget that outlines all potential travel expenditures including hotel costs, meals, registration fees, transportation, etc;
- E. Explanation of any additional funding or fundraising efforts made by the student for the trip and its success; and
- F. Proof of student trip travel insurance secured through LSU Risk Management.
- G. Each student must meet the following criteria to be eligible for funding:
  1. Students must be enrolled as full-time undergraduate or graduate students at Louisiana State University (Baton Rouge);
  2. Students must have at least a 2.5 cumulative GPA and be in good academic standing with the University;
  3. Students must not be on disciplinary probation or deferred suspension;
  4. Graduating seniors who are not registered full-time may not receive funding for an experience after their final semester.

## **§ 4. Application Deadline**

Completed applications must be two (2) weeks prior to the first day of travel. It is the responsibility of the applicant to ensure that completed applications are submitted in a manner consistent with the timeline required. After submission, the application must be heard in one of the next three meetings or the application is terminated.

## **§ 5. Award**

Applicants will be informed in writing within three (3) class days of the IRF meeting of the status of their application. The award letter will outline the amount approved, any restrictions placed on funds, and any additional requirements that must be completed.

## **§ 6. Reimbursement Process**

The following items must be submitted within one month of the last travel day as a part of the reimbursement process:

- A. Reimbursements will be made to students only. Students must register as a supplier with LSU Procurement Services to receive reimbursement.
- B. LSU Accounting Services Form 516 (AS516 - Request for Authorization to Travel Non-Worker) must be completed for the organization. The organization advisor signs as the supervisor. A list of members traveling to the conference must be attached.
- C. LSU Accounting Services Form 300 (AS300-NW) must be completed for the organization. The organization advisor signs as the supervisor; and
- D. Receipts for travel expenses that have been approved by the IRF Committee.

If these items are not submitted by the deadline, the funding will be revoked and made available to other organizations or individual students.

If Students have questions, they may contact LSU Student Government.

## **§ 7. Consultation**

An individual may request a meeting with the Student Government Advisor, or IRF Chairs to be advised of the reimbursement process.