ASUU Finance Guidelines

- Specific items may be funded only once and through the appropriate legislative body
- Guidelines not mandated by Redbook and may be determined on a case-by-case basis
- All Payment Requests MUST BE TURNED IN WITHIN 30-DAYS from the date on the receipt, invoice, payment, event, or date of funding approval. If date falls on a weekend or University Closure your Payment Request must be turned in BEFORE then
- Leftover money from previous bills cannot be used for other events not specified in the bill
- All Budget and Payment Requests must be made in Orgsync through Student Organization Portal

*PROGRAMS & EXPENSES (Assembly or Senate Bill)*
- Funded at 100% of the cost
- Programs include:
  - **SUPPLIES & EQUIPMENT**
    - Examples: stapler, tape, pager, pens, utensils, tools
  - **ROOM & EQUIPMENT RENTAL**
    - Examples: venue rental, sound system, lights, chairs, tables, tools
  - **PROFESSIONAL SUPPORT**
    - Examples: artists, performers, industry experts, professors, scientists, researchers
  - **ORGANIZATIONAL APPAREL**
    - Examples: shirts, jackets, hoodies, hats
    - $20 cap per item
  - **ADVERTISING & RECRUITMENT**
    - Examples: fliers, posters, banners, printing, handouts
  - **REGISTRATION**
    - Examples: non-travel related conferences fees, membership renewal

*FOOD (Assembly or Senate Bill)*
- 50% of the cost
- For events that serve food and have less than 11 attendees, a Business Meal Documentation Form must be included with Payment Request

**TRAVEL** (Travel Committee)
- Funded at 100% of the cost, up to $600 maximum for each student per year
  - Examples: transportation, lodging (including one night prior to event and one night following event), registration, and poster printing
- Any event outside of a 100 mile radius of the University of Utah is considered travel
- ASUU funds travel for academic & student conferences, competitions, or any event deemed appropriate by the Travel Review Committee based on the nature of the organization
- Applications will be awarded on a first come first serve basis differentiated by month
- A student must apply for travel funding through a student organization or College Student Council
- Every approved travel application is charged a $12 audit fee. This fee will be subtracted from the total reimbursement
- Department Supported Organizations and College Student Councils who request departmental supported travel MUST have their advisor and/or travel coordinator listed on their ORGSYNC portal

**BY UNIVERSITY POLICY AND BY REDBOOK POLICY**
*REDBOOK MANDATED**
- No College Student Council may receive more than $8,000 per year of ASUU funds from any source.
- No affiliated university organization may receive more than $6,000 per year of ASUU funds from any source.
- No sponsored university organization may receive more than $4,000 per year of ASUU funds from any source.
- No registered university organization may receive more than $3,500 per year of ASUU funds from any source.
- ASUU does not fund:
  - Tuition/Scholarships
  - Alcoholic Beverages
  - Weapons
  - Computer Software
  - 12-15 Passenger Vans
  - Academic, Editorial, or Literary Publications
  - Entertainment Expenses at Conferences
  - Individual Letterhead or Business Cards
  - Per Diem meals during travel
  - Graduation, Graduation Party, or Gifts
  - Cash Awards or Gift Cards
  - Building Repairs, Operations, or Maintenance
  - Intramural Sports Teams or NCAA Teams

For any questions concerning ASUU Finance Guidelines, please contact:

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Last Revised Sept. 14th, 2017