ASUU Finance Guidelines for the Assembly and Senate Bills

- Funding bills may only be funded once, through one body (Senate or Assembly).
- Guidelines not mandated by Redbook may be determined on a case-by-case basis.
- All expenditure requests must be turned in within 30-days from the date on the receipt, invoice, payment, or date of the event.
- Leftover money from previous bills cannot be used for purposes not specified in the bill.

Funding Maximums
Student groups are eligible for the following levels of funding, based on group category for the 2018-2019 Academic Year:

- Registered: $3,500
- Sponsored: $4,000
- Affiliated: $6,000

Funding Categories

- **Advertising**
  - Examples: banners, posters, fliers, printing, shipment of advertising materials, etc. Does not include apparel.

- **Food**
  - For events that serve food and have less than 11 attendees, include the names of all who attended when you turn in the final reimbursement to the ASUU office.

- **Organizational Apparel**
  - Apparel must prominently display the organization name and/or logo.
  - Must be done through University approved vendors.

- **Professional Support**
  - Professionals will only be paid directly. ASUU will not reimburse anyone for gift cards, travel, or lodging expenses.
  - Examples: artists, performers, industry experts, professors outside University of Utah, scientists, researchers, etc.

- **Registration**
  - Cost for registering group members for workshops, conferences, summits, etc.

- **Room and Equipment Rental**
  - Equipment rental must be for entire student group and not for individual use.
  - Examples: venue rental, technical support, sound system, lights, tents, goal net, tools, etc.

- **Supplies**
  - Supplies such as letterhead, envelopes, or business cards can be funded, but may not contain individuals’ names.
  - Equipment purchased must be for the entire student group and not for individual use.
  - Examples: stapler, tape, postage, paper, pens, sound system, lights, tents, goal net, tools, etc.
Travel Funding
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, non-credit based research (extracurricular research, separate from dissertation or thesis), 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
  - Applications will be awarded on a first come first serve basis within time-period windows
  - Applications for travel will be due by the dates on the Travel Application schedule (which will change yearly) to College Student Councils (for students traveling independently or through SACS/GSACs) and directly to Travel Committee (for all other groups).
  - A student may apply for travel funding through a student organization or College Student Council
  - Every approved travel application is charged audit fees as follows:
    - $12 out-of-state travel fee
    - $8 in-state travel fee
    - $20 international travel fee
  - These audit fees will be applied towards the total amount requested
  - Students who request departmental supported travel MUST have their advisor listed on their ORGSYNC portal
  - To be classified as Group Travel, the trip must include 10 or more people (University Policy)
  - Travel expenses that cannot be funded:
    - Entertainment Expenses at Conferences (ASUU will not fund)
    - Per Diem (ASUU will not fund)

BY UNIVERSITY POLICY AND BY REDBOOK POLICY
  - ASUU does not fund (according to Redbook):
    - Computer Software
    - Academic, Editorial, or Literary Publications
    - Intramural Sports Teams or NCAA Teams
  - The University of Utah does not fund (according to University Policy):
    - Tuition/Scholarships
    - Alcoholic Beverages
    - Weapons
    - 12-15 Passenger Vans
    - Building Repairs, Operations, or Maintenance
    - Individual Letterhead or Business Cards
    - Cash Awards, Gifts, or Gift Cards

Elijah Kimball
Director of Finance
ekimball@asuu.utah.edu
801-581-2788 (ASUU)

Steven Whipple
Financial Advisor
swipple@sa.utah.edu

Esther Okang
Accountant
eokang@sa.utah.edu

For general questions regarding travel or Assembly, e-mail:
info@asuu.utah.edu