



### **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

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