



2019-2020 General Funding Guidelines

Updated: July 31, 2019

Eligibility

- 1) Recognized Student Organizations (RSOs) must be in good standing with the Department of Student Leadership & Involvement—including a completed and approved renewal request.
- 2) If you are a newly Recognized Student Organization, there is a 16-week waiting period before you can apply for more than \$100 of ASUU funding (ex: if the organization is officially recognized on September 1, you cannot submit an ASUU application for greater than \$100 in ASUU funding until 16 weeks after that date of recognition). An exemption to this rule may be granted if the newly recognized group is collaborating with another RSO.
- 3) All organizations must upload proof of finance training completion to their Campus Connect portal at or before the time of applying for ASUU funds. This training must be completed by at least the Treasurer and one other member of the organization.
- 4) All RSO campus events funded by ASUU must post/advertise the event on Campus Connect. Refer to the [Campus Connect Guidebook](#) for instructions on posting events.
- 5) Events, activities, workshops, etc. cannot receive funding through more than one ASUU funding body.
- 6) Individual students and RSOs are eligible for travel funding from ASUU. Please see the travel guidelines below for additional information.
- 7) Recognized Student Organizations (RSOs) with the classification of Sponsored are highly encouraged to meet with the Student Organizations Accountant, Esther Okang, in order spend any funds allocated by ASUU, outside of travel. **Reimbursements for Sponsored Organizations are rare and will only be granted on a case-by-case basis.**
- 8) All expenditure requests must be turned in within 30-days from the date on the receipt, invoice, payment, or date of the event.
- 9) Affiliated and Registered groups must pay for any approved expenses out of pocket and submit a request for reimbursement. Departments and/or ASUU cannot make purchases on behalf of Affiliated or Registered Organizations. ASUU will not do a journal transfer to departments on behalf of groups with Affiliated and Registered classifications. Taxes will be reimbursed for Affiliated and Registered groups.
- 10) Leftover money from previous bills cannot be used for purposes not specified in the bill.
- 11) Guidelines not regulated by Redbook may be determined on a case-by-case basis by Assembly, Senate, and the Travel Committee.

Funding Maximums

Recognized Student Organizations (RSOs) are eligible for the following funding amounts for the 2019-2020 from Assembly and Travel:

Registered: \$3,500

Sponsored: \$3,500

Affiliated: \$3,500



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Types of Funding

There are three types of funding available to students and student groups: **Assembly, Travel,** and **Senate** funding.

Assembly Funding

There are seven types of funding categories: advertising, food, organizational apparel, professional support, registration, room and equipment rental, and supplies. Definitions of these categories can be found below, in addition to a list of non-eligible expenses.

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 the organization requests the final reimbursement to the ASUU office

Organizational Apparel

Apparel must prominently display the organization name and/or logo and 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 organization members for local workshops, conferences, summits, etc that do not meet the conditions for travel. This does not cover individual annual memberships to organizations.

Room and Equipment Rental

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

Supplies

Supplies purchased must be for the entire student organization, not for individual use, and should be pertinent to the mission and operations of the organization. This includes letterhead,



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envelopes, or business cards (can be funded, but may not contain individuals' names), or any other miscellaneous reusable supply.

Non-eligible Expenses:

- Entertainment expenses at conferences/workshops/events (ASUU will not fund)
- Per diem/food (ASUU will not fund)
- Annual organization memberships (ASUU will not fund)
- Any trips in which students receive course credit (such as a study abroad, service-learning course, etc) (Travel committee will not fund)
- Internships, residencies, and rotations (Travel committee will not fund)
- Computer Software (ASUU will not fund)
- Academic, Editorial, or Literary Publications (ASUU will not fund)
- Intramural Sports Teams or NCAA Teams (ASUU will not fund)
- Tuition/Scholarships (University Policy restricts)
- Alcoholic Beverages (University Policy restricts)
- Weapons (University Policy restricts)
- 12-15 Passenger Vans (University Policy restricts)
- Building Repairs, Operations, or Maintenance (University Policy restricts)
- Individual Letterhead or Business Cards (University Policy restricts)
- Cash Awards, Gifts, or Gift Cards (University Policy restricts)
- Gambling/casino nights (State, university, and ASUU restricts)

Assembly Deadlines:

- Legislative Cycle 1: Friday, August 30, 2019. 11:59 pm
- Legislative Cycle 2: Friday, September 27, 2019. 11:59 pm
- Legislative Cycle 3: Friday, November 1, 2019. 11:59 pm
- Legislative Cycle 4: Friday, January 10, 2020. 11:59 pm
- Legislative Cycle 5: Friday, February 7, 2020. 11:59 pm
- Legislative Cycle 6: Friday, March 6, 2020. 11:59 pm
- For more information about Assembly meetings, please visit Campus Connect at getinvolved.utah.edu/organization/asuu.

Senate Funding

Senate funding is only accessible to College Student Councils (CSCs). Recognized Student Organizations can co-sponsor events through a CSC, but cannot directly apply for Senate funding themselves. Student Advisory Committees (SACs), which are considered integral parts of individual departments at the U, may apply for Senate funding through their CSC. Senate meetings and deadlines can be found on [Campus Connect](#) or the [ASUU website](#).

Travel Funding

Travel is defined as meeting one of the following three conditions:

- 1) An event that is at least 100- mile radius away from the University of Utah.



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- 2) An event that involves an overnight stay.
- 3) An event with airfare involved.

Any event that meets one of these three conditions cannot be funded through Assembly and must apply through the Travel Committee Process.



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Travel Guidelines

Eligibility

- 1) Funding must be for travel
 - a. Travel is defined as meeting one of the following three conditions:
 - i. An event that is at least 100- mile radius away from the University of Utah
 - ii. An event that involves an overnight stay
 - iii. An event with airfare involved
- 2) Students must be a currently enrolled student.
- 3) Applications must be received by the application due date in order to be considered. **Late applications will not be accepted**, except in the case of extremely extenuating circumstances.
 - a. If you are considering going on a trip or a conference, please apply ahead of time, even if you are not confirmed to go or accepted to a conference yet.
 - b. If you are planning on going to a conference, workshop, or competition that has not finalized their dates yet, please put the anticipated dates for the purposes of the application. This can be updated later if necessary.
- 4) Students may apply through one of two processes: Individual or Recognized Student Organization. Most students apply through the Individual application process.
- 5) Travel cannot be funded through Assembly.
- 6) If you are a newly recognized student organization, there is a 16-week waiting period before you can apply for more than \$100 of ASUU funding (ex: if the organization is granted recognition on September 1, the organization cannot submit an ASUU application for greater \$100 in ASUU funding until 16 weeks after that date of recognition).
- 7) Applications will be awarded on a first-come, first-serve basis within time-period windows.
- 8) Students are eligible for up to \$600 of funding per year. The average approval amounts are between \$200-\$300.



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Travel Deadlines

Applications open August 1, 2019

- Travel for July 1- August 31st
 - Application Due: September 1st
 - Decisions Sent No Later Than: September 30th
- Travel for September 1st- November 30th
 - Application Due: October 1st
 - Decisions Sent No Later Than: October 31st
- Travel for December 1st- January 30th
 - Application Due: November 1st
 - Decisions Sent No Later Than: November 30th
- Travel for February 1- February 29th
 - Application Due: January 1st
 - Decisions Sent No Later Than: January 30th
- Travel for March 1st- March 31st:
 - Application Due: February 1st
 - Decisions Sent No Later Than: February 28th
- Travel for April 1st-April 30th
 - Application Due: March 1st
 - Decisions Sent No Later Than: March 31st
- Travel for May 1st- June 30th
 - Application Due: April 1st
 - Decisions Sent No Later Than: April 30th

Use and Restrictions

Humanitarian trips: The Travel Committee will only consider humanitarian trips that meet the following conditions:

- The trip must be sponsored by a Recognized Student Organization, University Department, or College.
- If you indicate that your trip is humanitarian, you will be required to submit a post-event form before reimbursement. Failure to submit this form may result in a denial of reimbursement.

Research trips: Only non-credit based research (extracurricular research, separate from dissertation or thesis) is eligible for travel funding. This will require an additional letter from your department with your application in order to be approved. The letter must meet the following conditions:

- On department letter head
- Confirming dates of travel



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- Confirming location of travel
- Discussing purpose of research
- Confirming that the research is extra-curricular and not directly related to course of study (thesis, course, or dissertation)

International trips: Due to University Policy changes, ASUU will no longer fund international travel as of July 1, 2019.

Group travel: To be considered group travel under the definition for the University of Utah, there must be 10+ people traveling.

Eligible Expenses

- Hotel (including one night prior and one night after)
- Airfare
- Registration to the conference, workshop, or event
- Poster printing

Non-eligible Expenses:

- Entertainment expenses at conferences/workshops/events (ASUU will not fund)
- Per diem/food (ASUU will not fund)
- Annual organization memberships (ASUU will not fund)
- Any trips in which students receive course credit (such as a study abroad, service-learning course, etc) (Travel committee will not fund)
- Internships, residencies, and rotations (Travel committee will not fund)
- Computer Software (ASUU will not fund)
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Additional Fees

Due to university policy, travel reimbursements are charged the following fees (which are subtracted from the total amount reimbursed):

- \$8 in-state travel fee
- \$12 out-of-state travel fee



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Additionally, due to the significant carbon emissions that travel creates, we have started A Carbon Offsetting Fee which goes to fund carbon neutrality investments on campus. This is an optional fee for the 2019-2020 school year.

- \$5 carbon offset fee (optional)

Application Process

For Individuals: Most requests for travel funding should use the individual form. Unless you are going to a training that directly benefits the development, function, and/or leadership of a specific organization (ex: DECA leadership group, Model UN competition), students should use the individual travel form when applying for travel.

For Recognized Student Organizations: You will submit a request through your organization. An officer must submit the request for it to be considered before the application due date. Additionally, the Treasurer and at least one other member of the organization must have completed and uploaded proof of completing the ASUU finance training modules. Money spent on travel through a Recognized Student Organization will be subtracted from the organization's \$3,500 ASUU funding cap.

Approval and Reimbursement Process

- **All funding for travel is reimbursement only.** There are no exceptions to this rule.
- All expenditure requests must be turned in within 30-days from the date on the receipt, invoice, payment, or last date of travel.
- All receipts **must** include the following information:
 - o Name of the vendor
 - o Date of purchase
 - o Last four digits of the card used for payment
 - o The amount of the purchase
 - o An itemized description of all items purchased
- Students must submit a copy of their conference program/letter/screenshot of the conference website that includes the following information:
 - o Location of the event
 - o Dates of the event
 - o Name of the event
- If you plan to split the cost of a hotel room, Airbnb, or any other costs, please contact Esther Okang immediately to discuss options before making any purchases. **Under no circumstances should students Venmo or otherwise pay each other for a split expense.**
- If you have received funding from another university entity, you should send an e-mail to Esther Okang with the information for the other travel coordinators.