



2020-2021 General Funding Guidelines
Updated: September 1, 2020

General Funding Guidelines

I. COVID-19 Notice

1. No in-person campus events will be funded using money from the ASUU Activity Fee until further notice. At minimum, this includes the entirety of the Fall 2020 semester.
2. No travel will be funded through ASUU until further notice. At minimum, this includes the entirety of the Fall 2020 semester.
3. If you are considering in-person events, conferences, or other gatherings that will happen in-person, we highly recommend that you make only fully refundable deposits and payments for those plans. ASUU will be unable to reimburse for these types of events until further notice. Additionally, ASUU is not responsible for refunding the cost of cancelled in-person events or travel.

II. 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. RSOs that fail to complete this training prior to requesting funds may have their budget request denied.
4. For Senate budget requests, Senators must complete finance training offered by a member of the Finance Board before they are eligible to submit a request.
5. 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 or contact the Organization Resource Group (ORG) at studentorgs@utah.edu for assistance.
6. Events, activities, workshops, etc. may only receive funding through one ASUU funding body (Assembly, Senate, Travel, or a Board).
7. Individual students and RSOs are eligible for travel funding from ASUU. Please see the travel guidelines below for additional information.



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8. Recognized Student Organizations (RSOs) with the classification of Sponsored are highly encouraged to meet with the Student Organizations Accountant, Esther Okang, in order to 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.**
9. All expenditure requests must be turned in within 30-days from the date on the receipt, invoice, payment, or date of the event.
10. 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 NOT be reimbursed for Affiliated and Registered groups.
11. Leftover money from previous bills cannot be used for purposes not specified in the bill.
12. Each event must have a separate request. RSOs may not do multiple events in one piece of legislation.
13. Guidelines not regulated by Redbook or the General Funding Guidelines may be determined on a case-by-case basis by Assembly, Senate, and the Travel Committee.

III. Funding Maximums

1. Recognized Student Organizations (RSOs) are eligible for the following funding amounts for the 2019-2020 from Assembly and Travel:
 - a. Registered: \$3,500
 - b. Sponsored: \$3,500
 - c. Affiliated: \$3,500

IV. Types of Funding

1. There are three types of funding available to students and student groups:
 - a. **Senate,**
 - b. **Assembly,** and
 - c. **Travel** funding.

V. Senate Funding

1. 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.
2. Student Advisory Committees (SACs) and Graduate Student Advisory Committees (GSACs), which are considered integral parts of individual departments at the U, may apply for Senate funding through their CSC.

VI. Assembly Funding

1. 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.



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

3. Food
 - a. ASUU will only fund food for cultural reasons or if it directly relates to the purpose of the RSO. Examples include: Cupcake Club holding a cupcake making demonstration, an international student organization hosting an event where the food helps to demonstrate a concept or idea regarding a culture.
 - b. ASUU will NOT fund food for regularly scheduled meetings or for events where the food serves no cultural significance to the purpose of the RSO.

4. Organizational Apparel
 - a. Apparel must prominently display the organization name and/or logo and must be done through University approved vendors. Find University Approved Vendors with this [webpage](#). Apparel must be solely for the student membership of the organization and may NOT be sold as a fundraising activity. Any artwork with the University of Utah trademark must be reviewed and approved by the Trademarks & Licensing Office.

5. Professional Support
 - a. Professionals will only be paid directly. ASUU will not reimburse anyone for gift cards, travel, or lodging expenses. Examples of who may be paid for professional support include artists, performers, industry experts, professors outside University of Utah, scientists, researchers, etc. Work with ASUU and SLI staff for professional support prior to contract negotiations.
 - b. Additionally, ASUU will not pay for services for which there is a conflict of interest. See University Rule 1-006E about Individual Conflict of Interest for Financial Transactions: <https://regulations.utah.edu/general/rules/R1-006E.php>. Conflicts of interest include any time in which a member of the organization is directly or indirectly receiving financial benefits or compensation. When contracting for a professional service, student groups may be asked to sign a conflict of interest disclosure prior to final approval for funding.

6. Registration
 - a. Cost for registering organization members for local workshops, conferences, summits, etc that do not meet the conditions for travel, including virtual conferences. This does not cover individual annual memberships to organizations.

7. Room and Equipment Rental



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- a. 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.

8. Supplies

- a. 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, envelopes, or business cards (can be funded, but may not contain individuals' names), or any other miscellaneous reusable supply.
- b. ASUU will not pay for duplicate services, which are defined as services that the university and ASUU have already contracted for and are readily available and free to use. Ex: website costs, ASUU elections photography or videography services, etc.
- c. Items that can be easily transported and have monetary value over \$50 must have a secured location on campus and be inventoried with the university.

VII. **Non-eligible Expenses:**

1. Entertainment expenses at conferences/workshops/events (ASUU will not fund)
2. Per diem/food (ASUU will not fund)
3. Annual organization memberships (ASUU will not fund)
4. Any trips in which students receive course credit (such as a study abroad, service-learning course, etc) (Travel committee will not fund)
5. Internships, residencies, and rotations (Travel committee will not fund)
6. Computer Software (ASUU will not fund)
7. Academic, Editorial, or Literary Publications (ASUU will not fund)
8. Intramural Sports Teams or NCAA Teams (ASUU will not fund)
9. Tuition/Scholarships (University Policy restricts)
10. Alcoholic Beverages (University Policy restricts)
11. Weapons (University Policy restricts)
12. 12-15 Passenger Vans (University Policy restricts)
13. Building Repairs, Operations, or Maintenance (University Policy restricts)
14. Individual Letterhead or Business Cards (University Policy restricts)
15. Cash Awards, Gifts, or Gift Cards (University Policy restricts)
16. Gambling/casino nights (State, university, and ASUU restricts)
17. Medical equipment, including but not limited to; new or previous used medical, dental or surgical supplies or appliances that could be used to provide patient care (ASUU restricts)
18. Alcohol or bartending services (ASUU restricts)
19. Food for non-cultural reasons (i.e. food for regular meetings, food for an event that does not have any cultural significance related to the direct functions of the RSO) (ASUU restricts)
20. Fundraisers of any kind or any items that you intend to directly sell from ASUU Funding Purchase (ASUU restricts)



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21. No funds from ASUU shall be allocated or apportioned to any corporation, organization or group to directly raise funds for another corporation, organization, or group (ASUU restricts)
22. Costs associated with website creation or maintenance (ASUU restricts)
23. Duplicate services (services that the university and/or ASUU have already contracted for and are readily available and free to use) (ASUU restricts)
24. No funds from student fees shall be allocated or apportioned to any student group to maintain an affiliation with any corporation, organization, or group (ASUU restricts)

VIII. Medical Supplies

1. Groups who provide patient or medical care must be classified as a Sponsored student organization and must have approval from the Dean of their college (appropriate approval forms are available from the Office of Student Leadership and Involvement).
2. Patient/medical is defined as rendering medical, surgical, dental or nursing treatment, including the furnishing of food or beverages in connection therewith, or in furnishing or dispensing drugs or medical, dental or surgical supplies or appliances. Groups in this category, who are sponsored and receive Dean's approval, may be recognized as a student organization but are **not** eligible for ASUU funding for any purchases relating to patient care or patient/medical supplies.

IX. Events with Alcohol

1. ASUU does not reimburse for alcohol ever (including all levels of RSOs and ASUU activities)
2. ASUU does not reimburse for alcohol or bartending services.
3. For Affiliated and Registered groups:
 - a) ASUU can reimburse for the venue or food **only** if this is clearly itemed out on invoices and receipts.
4. For Sponsored groups:
 - a. ASUU can reimburse for the venue or food.
 - b. ASUU must receive verification/documentation from the appropriate approving authority (this is someone at the Vice-Presidential level of University of Utah administration). ASUU/Student Leadership and Involvement will not facilitate getting this approved for a sponsored group.
 - c. The RSO's sponsoring department must provide ASUU with documentation approving the event with alcohol prior to the funding request can be approved by ASUU.

X. Travel Funding

1. Travel is defined as meeting one of the following three conditions:
 - a. An event that is at least 100- mile radius away from the University of Utah.



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- b. An event that involves an overnight stay.
 - c. An event with airfare involved.
2. Any event that meets one of these three conditions cannot be funded through Assembly and must apply through the Travel Committee Process.

XI. Funding Approval Processes

1. Assembly
 - a. Please see: <https://getinvolved.utah.edu/news/193532>
2. Senate
 - a. Please see: <https://getinvolved.utah.edu/news/193533>
3. Travel
 - a. This will be updated in December 2020.



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Travel Guidelines

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3. If you are considering in-person events, conferences, or other gatherings that will happen in-person, we highly recommend that you make only fully refundable deposits and payments for those plans. ASUU will be unable to reimburse for these types of events until further notice. Additionally, ASUU is not responsible for refunding the cost of cancelled in-person events or travel.

II. Eligibility

1. If you are considering trying to make arrangements for future travel, we highly recommend that you make only fully refundable deposits and payments for those plans. ASUU will be unable to reimburse for these types of events until further notice. Additionally, ASUU is not responsible for refunding the cost of cancelled in-person events or travel.
2. 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
3. Students must be a currently enrolled student.
4. 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.
5. 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.
6. 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.
7. Students may apply through one of two processes: Individual or Recognized Student Organization. Most students apply through the Individual application process.
8. Travel cannot be funded through Assembly.



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9. 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 you are recognized as a student group on September 1st, you cannot submit an ASUU application for greater \$100 in ASUU funding until 16 weeks after that date of recognition). This regulation does not apply if you are collaborating with another student group that has been recognized more than 16 weeks earlier.
10. Applications will be awarded on a first come first serve basis within time-period windows
11. Students are eligible for up to \$600 of funding per year. The average approval amounts are between \$200-\$300.
12. ASUU cannot fund international travel; but if you are going to travel internationally, please check the US Department of State website and exercise best judgement for your travel plans.



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III. Travel Deadlines

1. Due to COVID, ASUU will not be accepting travel applications until further notice. Once the University of Utah has authorized travel to resume, ASUU will provide notice on Campus Connect and via e-mail about the opening of applications and subsequent deadlines for applications.

IV. Use and Restrictions

1. *Humanitarian trips:* The Travel Committee will only consider humanitarian trips that meet all of the following conditions:
 - a. The trip must be sponsored by a recognized student organization, university department, or College.
 - b. 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.
2. *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 to be approved. The letter must meet the following conditions:
 - a. On department letterhead
 - b. Confirming dates of travel
 - c. Confirming location of travel
 - d. Discussing purpose of research
 - e. Confirming that the research is extra-curricular and not directly related to course of study (thesis, course, or dissertation)
3. *International trips:* Due to University Policy changes, ASUU will no longer fund international travel as of July 1, 2019.
4. *Group travel:* To be considered group travel under the definition for the University of Utah, there must be 10+ people traveling.
5. *Eligible Expenses*
 - a. Hotel (including one night prior and one night after)
 - b. Airfare
 - c. Registration to the conference, workshop, or event
 - d. Poster printing
6. *Non-eligible Expenses:*
 - a. Entertainment expenses at conferences/workshops/events (ASUU will not fund)
 - b. Per diem/food (ASUU will not fund)



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- c. Annual organization memberships (ASUU will not fund)
 - d. Any trips in which students receive course credit (such as a study abroad, service-learning course, etc) (Travel committee will not fund)
 - e. Internships, residencies, and rotations (Travel committee will not fund)
 - f. Computer Software (ASUU will not fund)
 - g. Academic, Editorial, or Literary Publications (ASUU will not fund)
 - h. Intramural Sports Teams or NCAA Teams (ASUU will not fund)
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 - p. Gambling/casino nights (State, university, and ASUU restricts)
 - q. Medical equipment, including but not limited to; new or previous used medical, dental or surgical supplies or appliances that could be used to provide patient care (ASUU restricts)
 - r. Alcohol or bartending services (ASUU restricts)
 - s. Food for non-cultural reasons (i.e. food for regular meetings, food for an event that does not have any cultural significance related to the direct functions of the RSO) (ASUU restricts)
 - t. Fundraisers of any kind or any items that you intend to directly sell from ASUU Funding Purchase (ASUU restricts)
 - u. No funds from ASUU shall be allocated or apportioned to any corporation, organization or group to directly raise funds for another corporation, organization, or group (ASUU restricts)
 - v. Costs associated with website creation or maintenance (ASUU restricts)
 - w. Duplicate services (services that the university and/or ASUU have already contracted for and are readily available and free to use) (ASUU restricts)
 - x. No funds from student fees shall be allocated or apportioned to any student group to maintain an affiliation with any corporation, organization, or group (ASUU restricts)
- V. Additional Fees**
- 1. Due to university policy, travel reimbursements are charged the following fees (which are subtracted from the total amount reimbursed):
 - a. \$8 in-state travel fee
 - b. \$12 out-of-state travel fee
 - 2. 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 2020-2021 school year.



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- a. \$5 carbon offset fee (optional)

VI. Application Process

1. *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.
2. *For Recognized Student Organizations:* please submit a request through the organization's Campus Connect profile. An officer must submit the request 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 overall funding cap.

VII. Approval and Reimbursement Process

1. **All funding for travel is reimbursement only.** There are no exceptions to this rule.
 - a. All expenditure requests must be turned in within 30-days from the date on the receipt, invoice, payment, or last date of travel.
 - b. All receipts **must** include the following information:
 - i. Name of the vendor
 - ii. Date of purchase
 - iii. Last four digits of the card used for payment
 - iv. The amount of the purchase
 - v. An itemized description of all items purchased
 - b. Students must submit a copy of their conference program/letter/screenshot of the conference website that includes the following information:
 - i. Location of the event
 - ii. Dates of the event
 - iii. Name of the event
2. 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.**