

**Associated Students of the University of Utah**

**Travel Funding Guidelines**

Issued: October 6th, 2021

Effective Immediately

2021-2022 Travel Review Committee Membership:

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## Section I. Purpose

This policy defines standards and requirements relating to the expenditure of Associated Students of the University of Utah (ASUU) Travel funds, including disbursements for business expense reimbursements. These standards will be enforced in order to create a more inclusive, safe, and enjoyable environment amongst student-led organizations at the University of Utah. All these guidelines follow the University's travel policy (Policy 3-030: Travel Policy).

## Section II. Scope

This policy is binding for all ASUU branches, boards, committees, councils, and organizations. This policy governs expenditures or personal reimbursements related to travel. This policy also applies to any registered, affiliated, or sponsored organization/individual requesting travel funds from ASUU.

The ASUU Travel Funding Guidelines are subject to Redbook, University of Utah rules and policies, and State and Federal Law.

## Section III. Definitions

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
  - b. An event that involves an overnight stay
  - c. An event with airfare involved
2. A Recognized Student Organization (RSO) is defined as any club or student organization that is registered with ASUU through campus connect.
3. Recognized Student Organization (RSO) Classifications ([University Rule 6-401A](#))
  - a. Sponsored-
    - i. This category of RSO operates under the direct and constant guidance of a sponsoring department or office which must be committed to supporting the student organization's mission and activities. Sponsored Student Organizations are inherently linked to the University because of their role in representing the University of Utah or in presenting events that are considered an integral part of the institution.
  - b. Affiliated-
    - i. This category of RSO has an affiliation with a University department or unit, but the University does not have direct oversight of the day-to-day activities of the organization. Affiliated Student Organizations are often housed within or connected to a larger sponsored organization or a University department.
  - c. Registered-
    - i. This category of RSO will typically focus on a specific issue or activity and function with minimal support from or interaction with the University. The structure and activities Registered Student Organizations are

consistent with the mission and culture of the University and student affairs and primarily presents events limited to its membership.

4. Eligible RSOs

- a. Recognized Student Organizations (RSOs) must be in good standing with the Department of Student Leadership & Involvement—including a completed and approved re-registration request.
  - i. Re-registration begins during the spring semester. RSOs need to complete the re-registration process annually to maintain recognition status. Please contact the Organization Resources Group (ORG) at [studentorgs@utah.edu](mailto:studentorgs@utah.edu) if you have questions about your organization's recognition status.
- b. Any RSO with a creation date less than one (1) calendar year must include a growth plan with any ASUU Budget Requests. The ASUU Governance Bodies (Assembly, Senate, Travel Committee, President), through their respective Budget Request Processes, maintain sole discretion to determine allocation of funds from ASUU.
  - i. An exemption to this rule may be granted if the newly recognized group is collaborating with another RSO.

5. Reimbursement

- a. Business Expense Reimbursement – payment to an individual as reimbursement for an ASUU business related expenses incurred on behalf of, or approved by, ASUU. Individuals include faculty, staff, students, volunteers, or others. Payroll transactions or payments for services are not considered to be “business expense reimbursements” as contemplated by this policy. Reimbursements are subject to all requirements of expenditures, and may be subject to additional requirements. (see University Policy 3-010)
- b. Expenditure – Payments or other disbursement transactions for goods and services using ASUU funds. (see University Policy 3-010)
- c. ASUU Funds - Funds administered or held by ASUU, including monies allocated by legislative appropriation, departmental operating funds, clinical income, gifts and any other funds for which the ASUU is accountable, including monies from federal contracts and grants. (see University Policy 3-010)

6. Tax Exemption

- a. An exemption from compulsory contribution to state revenue, levied by the government on individuals' income and business profits, or added to the cost of some goods, services, and transactions.

7. Supplies

- a. Property that has an acquisition cost or donated value of greater than or equal to \$1, but less than the \$5,000 threshold, and with a useful life one year or less.

8. Equipment

- a. Equipment having an acquisition cost or donated value of greater than or equal to \$1, but less than the \$5,000 capital threshold, and with a useful life in excess of one year. (see University Policy 3-041)

## Section IV. Policy

1. ASUU will not book travel or make any travel related reservations on the behalf of students or student groups requesting to travel.
2. Travel must begin within the current fiscal year (July 1<sup>st</sup>, 2021 through June 30<sup>th</sup>, 2022)
3. Eligibility
  - a. Budget requests must be for travel or registration for online conferences.
  - b. Students must be a currently enrolled student at the University of Utah.
  - c. Budget requests must be received by the due date in order to be considered. Late submissions won't be reviewed, and as such wont be eligible for funding.
  - d. 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.
  - e. 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 budget request. 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 budget request process.
  - a. Individual budget requests are first reviewed by the ASUU Finance Director, then by the student's College Student Council, then by the ASUU Travel Committee. The request must pass all three steps to be approved.
  - b. RSO, or group travel, is first reviewed by the ASUU Finance Director, then by the ASUU Travel Committee. The request must pass both steps to be approved.
5. Travel, as defined in this policy, cannot be funded through Assembly.
6. Any RSO with a creation date less than one (1) calendar year must include a growth plan with any ASUU Budget Requests. The ASUU Governance Bodies (Assembly, Senate, Travel Committee, President), through their respective Budget Request Processes, maintain sole discretion to determine allocation of funds from ASUU.
7. Budget Requests will be accepted on a first-come, first-served basis.
8. Budget Requests will be reviewed on a monthly basis in the order they were received.
9. Students are eligible for up to \$600 of funding per year. The average approval amounts are between \$200-\$300.
10. Use and Restrictions
  - a. Humanitarian trips: The Travel Committee will only consider humanitarian trips that meet the following conditions:
    - i. The trip must be sponsored by a Recognized Student Organization, University Department, or College.
    - ii. 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.
  - b. 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 budget request in order to be approved. The letter must meet the following conditions:

- i. On department letter head
- ii. Confirming dates of travel
- iii. Confirming location of travel
- iv. Discussing purpose of research
- v. Confirming that the research is extra-curricular and not directly related to course of study (thesis, course, or dissertation)
- c. International trips: Due to University Policy changes, ASUU will no longer fund international travel as of July 1, 2019. (University Policy 3-030)
- d. Group travel: To be considered group travel under the definition for the University of Utah, there must be 10+ people traveling.

#### 11. 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

#### 12. Non-eligible Expenses:

- a. Entertainment expenses at conferences/workshops/events (Redbook Article IV Section 6 Policy 8)
- b. Per diem/food (Redbook Article IV Section 6 Policy 8)
- 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) (Redbook Article IV Section 4 Policy 7)
- e. Internships, residencies, and rotations (Redbook Article IV Section 4 Policy 7)
- f. Computer Software (ASUU will not fund)
- g. Academic, Editorial, or Literary Publications (Redbook Article IV Section 6 Policy 4)
- h. Intramural Sports Teams or NCAA Teams (RSO Sports Teams are eligible to request for ASUU Travel Funds) (Redbook Article IV Section 6 Policy 5)
- i. Tuition/Scholarships (Redbook Article IV Section 4 Policy 5)
- j. Alcoholic Beverages (Redbook Article IV Section 6 Policy 3, University Policy 3-031)
- k. Weapons (Redbook Article IV Section 6 Policy 10, University Policy 1-003)
- l. 12-15 Passenger Vans (Redbook Article IV Section 6 Policy 7.3, University Policy 3-030 & 3-215)
- m. Building Repairs, Operations, or Maintenance (University Policy 3-040)
- n. Individual Letterhead or Business Cards (Redbook Article IV Section 6 Policy 6, University Policy restricts)
- o. Cash Awards, Gifts, or Gift Cards (Redbook Article IV Section 4 Policy 4, University Policy 3-031)
- p. Gambling/casino nights (Utah Code Section 76-10-1102)

#### 13. Budget Request Process

- a. For Individuals:

- i. 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.
- b. For Recognized Student Organizations:
  - i. You will submit a request through your organization. An officer must submit the request for it to be considered before the Budget Request due date. Money spent on travel through a Recognized Student Organization will be subtracted from the organization's \$3,500 ASUU funding cap.

14. Approval and Reimbursement Process

- a. All funding for travel is reimbursement only. There are no exceptions to this rule.
- b. An approved Travel Budget Request is required for reimbursement.
- c. Only an amount up to the approved budget amount will be reimbursed.
- d. All expenditure requests must be turned in:
  - i. Within 30-days from the date on the receipt, invoice, payment, or
  - ii. Within 30-days from the last date of travel, or
  - iii. Within 30-days from the approval of the travel request, whichever comes last
- e. The final deadline for reimbursement requests is May 15<sup>th</sup>, 2022
  - i. If your travel dates are on or after May 15<sup>th</sup>, 2022, contact ASUU for reimbursement accommodations.

15. All reimbursements are subject to the following audit fees:

<b>Travel Service Fees – Effective July 1, 2016</b>					
<b>Audit Fee (Per Travel #)</b>	<b>Individual</b>	<b>Group 10-25 Travelers</b>	<b>Group 26-50 Travelers</b>	<b>Group 51-99 Travelers</b>	<b>Group 100+ Travelers</b>
In State Driving	\$8.00	\$10.00	\$12.00	\$14.00	\$15.00
Domestic Trip	\$12.00	\$20.00	\$22.00	\$24.00	\$25.00

These fees are required by the university and will reduce the final reimbursement amount.

16. All receipts must include the following information:

- a. Name of the vendor
- b. Date of purchase
- c. Last four digits of the card used for payment
- d. The amount of the purchase
- e. An itemized description of all items purchased

17. Students must submit a copy of their conference program/letter/screenshot of the conference website that includes the following information:

- a. Location of the event
  - b. Dates of the event
  - c. Name of the event
18. If you plan to split the cost of a hotel room, Airbnb, or any other costs, please contact ASUU immediately to discuss options before making any purchases.
19. Do not use Venmo or other payment apps for a split expense.
20. If you have received funding from another university entity, contact the ASUU offices with the name of the coordinator in the other department.
21. All communication will be done through email using only official “@utah.edu” addresses

## Section V. Rules, Procedures, Guidelines, Forms and other related Resources

Travel Budget Requests approval schedule:

Requests are accepted on a rolling basis. Requests will be reviewed first-come, first-served according to the following schedule:

- Request Submitted by:
  - November 1st
- Will have a decision by:
  - November 30th
  
- Request Submitted by:
  - January 1st
- Will have a decision by:
  - January 31<sup>st</sup>
  
- Request Submitted by:
  - February 1st
- Will have a decision by:
  - February 28<sup>th</sup>
  
- Request Submitted by:
  - March 1st
- Will have a decision by:
  - March 31<sup>st</sup>
  
- Request Submitted by:
  - April 1st

- Will have a decision by:
  - April 30th

Code of Student Rights and Responsibilities: <https://regulations.utah.edu/academics/6-400.php>

Step One: Finance Board receives all travel request forms to review.

Step Two: College Student Council Review for Individual Requests only.

Step Three: Travel Committee review for both individual and group travel.

Step Four: After approval voting by the Travel Review Committee, accepted applications will be sent to the SLI Associate Director of Budget & Finance as well as the SLI Budget & Finance Coordinator for final review and processing.

### References

University Policy 3-030: Travel Policy (<https://regulations.utah.edu/administration/3-030.php>)

University Rule 6-401A: Recognized Student Organization Classification  
(<https://regulations.utah.edu/academics/rules/R6-401A.php>)

University Policy 3-010: Expenditure of University Funds & Personal Reimbursements  
(<https://regulations.utah.edu/administration/3-010.php>)

Redbook ([https://www.asuu.utah.edu/wp-content/uploads/sites/7/2020/01/19-1516-ASUU-Redbook-Design\\_v4-1.pdf](https://www.asuu.utah.edu/wp-content/uploads/sites/7/2020/01/19-1516-ASUU-Redbook-Design_v4-1.pdf))

University Policy 1-003: Firearms on Campus (<https://regulations.utah.edu/general/1-003.php>)

University Policy 3-040: Property Accounting (<https://regulations.utah.edu/administration/3-040.php>)

University Policy 3-031: Recruitment and Entertainment Expense Reimbursement Policy  
(<https://regulations.utah.edu/administration/3-031.php>)

Utah Code Section 76-10-1102 (<https://le.utah.gov/xcode/Title76/Chapter10/76-10-S1102.html>)

### History

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