




# Travel Funding Guidelines

Issued: August 5<sup>th</sup>, 2022

Effective: Fiscal Year 2022-2023

Finance Board Review

Yea: 4	Nay: 0	Abstain: 0
Finance Director:  <a href="#">Patrick Lowry (Aug 5, 2022 13:37 MDT)</a>		

## Introduction

In accordance with Redbook Bylaw Article IV, Section 1.2, the 2022-2023 ASUU Finance Board Establishes the following guidelines. These guidelines establish official Associated Students of the University of Utah (ASUU) policies and procedures governing the ASUU travel<sup>1</sup> contingency fund. This policy is subject to ASUU's Redbook<sup>2</sup>, applicable University of Utah rules and policies, and State and Federal Law.

No other source of information (including, but not limited to: emails, websites, and in-person conversation) that relate to, or reference, ASUU travel funding shall govern or make exception to the expectations set forth in this policy.

Accessing the ASUU travel contingency fund requires: first, submission of an ASUU travel budget request<sup>3</sup>. Second, after approval of a travel budget request, a reimbursement request<sup>4</sup>.

ASUU makes no guarantees that: 1) a travel budget request, or 2) a reimbursement request, will be approved, resulting in: 1) no funding allocation<sup>5</sup>, or 2) no reimbursement respectively.

ASUU will not be financially liable for any expenses it chooses not to fund or reimburse. All entities<sup>6</sup> seeking ASUU travel funding assume full financial responsibility, including any fees and/or interest incurred.

This policy governs the 2022-2023 fiscal year (July 1<sup>st</sup> 2022 through June 30<sup>th</sup> 2023).

## Scope

This policy applies to all entities seeking ASUU travel funding, and, if appropriate, a travel reimbursement.

## Policy

1. ASUU will not make travel related reservations on behalf of non-ASUU personnel.
2. State requirements prohibit the use of non-University email systems to conduct University business.

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<sup>1</sup> Travel: 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, 2) an event that involves an overnight stay, or 3) an event with airfare involved.

<sup>2</sup> Redbook: the constitution and bylaws of the Associated Students of the University of Utah (ASUU).

<sup>3</sup> Travel Budget Request: the first part required to secure travel funding from ASUU. If approved, a travel budget request results in an allocation.

<sup>4</sup> Reimbursement Request: with an approved travel budget request, the associated allocation sets aside the approved money that a reimbursement can be paid against.

<sup>5</sup> Allocation: an amount of money set aside/reserved for a future payment or reimbursement.

<sup>6</sup> Entities: students, recognized student organizations (RSOs), University departments, or anyone, such as family, incurring travel expenses.

- a. Only Umail<sup>7</sup> will be used for electronic communication regarding travel budget requests, and reimbursements
3. Access to the ASUU travel contingency fund first requires submitting a travel budget request.<sup>8</sup>
4. Travel budget requests are reviewed in the order received.<sup>9</sup>
5. Travel budget requests will be reviewed monthly beginning in August and continuing through April.<sup>10</sup>
6. Travel budget requests may only be submitted by currently enrolled University of Utah students.
  - a. Only currently enrolled University of Utah students are eligible to receive ASUU travel funding.
7. Students must not receive course credit for the travel.
8. Travel budget requests must be submitted according to the ASUU Travel Funding Review Schedule<sup>11</sup> (see below).
  - a. Travel budget requests submitted by the deadlines in this schedule will be reviewed accordingly.
  - b. Travel budget requests will not be accepted after the schedule's final submission deadline.
9. Travel budget requests may not exceed \$600 per student, per fiscal year.<sup>12</sup>
  - a. A student will not be allocated more than \$600 within the fiscal year.
10. A student may only submit a travel budget request for a single trip per fiscal year.
  - a. Students will not receive an allocation for more than one trip per fiscal year.
    - i. Any additional travel budget request submission(s) will be interpreted as fully amending any preceding submission(s) and will automatically withdraw (deny) the preceding submission(s) *if* the preceding submission has not been reimbursed (in whole or in part).
    - ii. If the preceding submission has been reimbursed (in whole or in part), all additional travel budget requests will be denied.
11. Travel budget requests are limited to domestic<sup>13</sup> travel to and from US destinations only.
  - a. ASUU will not allocate for international travel.
12. Travel must begin and end within the fiscal year.

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<sup>7</sup> Umail: "@utah.edu" email addresses

<sup>8</sup> Redbook Bylaws: Article IV, Section 7.1.1

<sup>9</sup> Redbook Bylaws: Article IV, Section 7.1.2

<sup>10</sup> Redbook Bylaws: Article IV, Section 7.1.2 & Section 2.1.2

<sup>11</sup> Travel Funding Review Schedule: a schedule of deadlines indicating when submitted travel budget requests will be reviewed and when to expect the results of this review.

<sup>12</sup> Redbook Bylaws: Article IV, Section 1.3

<sup>13</sup> Domestic - travel within and between any of the states, territories, and possessions of the United States of America.

- a. Travel budget requests may be submitted before or after the trip takes place as long as the trip begins and ends within the fiscal year.
13. Travel budget requests with a return date after May 26<sup>th</sup> 2023 cannot receive an allocation or a reimbursement.<sup>14</sup>
14. A reimbursement request will not be accepted without an approved travel budget request.
15. A reimbursement request will not be accepted until after the trip is complete.
16. Eligible expenses<sup>15</sup> are limited to the following, ***and*** reimbursements will be paid on eligible expenses in the following order (No other expenses are eligible to be reimbursed by the ASUU travel fund).
  - a. Event participation/registration fees
  - b. Airfare
  - c. Lodging
  - d. Car rental
  - e. Car services (Taxi, Uber, Lyft)
  - f. Poster printing
17. ASUU will not allocate or reimburse for any car rentals if the vehicle has eight (8) or more seatbelts.
  - a. Only vehicles with seven or fewer seatbelts are eligible for allocation and reimbursement.
18. Reimbursements must be paid to the entity that made the original purchase.
19. Eligible travel expenses must have a date-of-purchase within the fiscal year.
20. Travel allocation expiration date:
  - a. All approved ASUU travel budget requests will have at least 15 calendar days, but no more than 45 calendar days to request a reimbursement.
  - b. The expiration date will be based upon the latter of the return travel date relative to the travel budget request approval date.
  - c. The expiration date will be indicated in the travel budget request approval email notice.
    - i. The email notice will be sent to:
      1. Group Travel
        - a. Sponsored Travel: the UID of the three (3) required RSO officers and the Umail of the RSO advisor
        - b. Unsponsored Travel: the UID of the three (3) RSO officers
      2. Individual Travel
        - a. Sponsored Travel: the UID of the traveler and the Umail of the sponsoring department travel administrator

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<sup>14</sup> The close of the fiscal year does not allow for time to collect the required documentation and process reimbursement payments for anything taking place in the month of June.

<sup>15</sup> Redbook Bylaws: Article IV, Section 1.4

- b. Un-sponsored Travel: the UID of the traveler
  - d. Once the expiration date passes, any allocation will be returned to the ASUU travel fund and any reimbursement will be forfeit.
21. Travel expenses should be paid with a bank card (credit or debit card), or check.
- a. Do not use cash.
  - b. Do not use Venmo, or any other payment apps (such as paypal).
  - c. Sponsored travel<sup>16</sup> is exempt from this.
    - i. Sponsored travel must comply with University purchasing requirements

## Travel Budget Request Process

### Sponsored vs Un-sponsored Travel

1. Any travel (group or individual) that is funded, in whole or in part, by any University travel funding source (other than ASUU) is considered sponsored travel.
  - a. Travel for sponsored RSOs is always sponsored travel.
  - b. Registered and Affiliated RSOs are not eligible for sponsored travel.
  - c. Individual travel is sponsored travel only if funding, in whole or in part, comes from any University source (other than ASUU).
2. Sponsored travel must comply with all related University travel expectations.
3. Eligible expenses for sponsored travel, including those of ASUU, must be paid by the sponsoring department. After which, ASUU will transfer approved funds, if any, for eligible expenses to the department.
  - a. ASUU will not reimburse individuals or groups directly for sponsored travel.
4. ASUU Travel is a University 2000 level fund and cannot transfer money to University 6000 level funds.

### Individual vs Group Travel

ASUU will not accept group travel<sup>17</sup> requests this fiscal year. Instead, students will have to elect a group trip on an individual budget request.

1. Travel eligibility is on a per-student basis. It is therefore the responsibility of each student to submit an individual travel budget request and indicate if they wish their eligibility to go towards a group trip.
2. A group travel selection should only be made if the following three conditions are met (If all three of these conditions are *not* met, ASUU does not consider the travel to be group travel even if two or more students make the same trip):

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<sup>16</sup> Sponsored Travel: Official University Travel subject to University Travel Policies.

<sup>17</sup> Group Travel: Two or more eligible travelers making the same trip

- a. The traveler in the budget request is a member of the group, and
  - b. The group (or a member there-in) is paying for all eligible travel expenses, and
  - c. The traveler agrees to allocate all their ASUU Travel Funding eligibility towards the group trip, forfeiting any other ASUU travel funding opportunities.
3. The net eligibility of approved travel budget requests indicating the same group trip will constitute the maximum travel allocation for that group
- a. Groups will not be allocated funds from individual travel requests that are unsubmitted or unapproved.
4. All travel budget requests indicating group travel must be received AND approved before a reimbursement request is submitted
- a. Travel budget request submissions indicating group travel will be rejected after the associated reimbursement request is received by ASUU.
  - b. Only one reimbursement request will be accepted per group travel allocation

## Required Information (Individual Travel)

All ASUU travel budget requests are required to include the following information:

1. Budget Request Name
2. Budget Request Description
3. Budget Request Amount
4. Legal Affidavit
5. Traveler information (Who is traveling?):
  - a. First Name
  - b. Last Name
  - c. University ID
  - d. Phone Number
  - e. College of primary association
6. Trip information (What is the destination and purpose of travel?):
  - a. Departure Date
  - b. Return Date
  - c. Destination City
  - d. Destination State
  - e. Travel purpose (event, conference, competition, seminar, symposium, meeting, etc.)
  - f. Official website associated with the event.
7. Financing information (How are eligible expenses being paid?):
  - a. By the traveler
    - i. If selected, the traveler's name and mailing address (as they appear on the bank statement(s) associated with the eligible travel expenses) are required.

- b. By a University department, or other University travel funding source
  - i. If selected, the travel is considered sponsored and is required to follow University travel policies.
  - ii. The sponsoring department and travel administrator contact information are required.
- c. By someone else
  - i. If selected, the name and mailing address (as they appear on the bank statement(s) associated with the eligible travel expenses) are required.
  - ii. If a UID is associated with the name on this account, that must also be provided.

## Required Information (Group Travel)

If an individual traveler elects to forfeit their eligibility to a group, the following information is required:

1. Student Organization Classification
2. Student Organization Name
3. The three (3) required officer's name, UID and phone number
4. Group Trip Information
  - a. Departure date
  - b. Return date
  - c. Destination City
  - d. Destination State
  - e. Travel purpose (event, conference, competition, seminar, symposium, meeting, etc.)
  - f. Official website associated with the event
5. Financing Information
  - a. Registered and Affiliated RSOs: Any reimbursement must be paid to the original entity (person or group) that incurred the travel expense. ASUU will require a bank statement verifying the entity (person or group) -- and expenses -- being reimbursed. The following (as they appear on the bank statement associated with the expenses) are required:
    - i. Name
    - ii. Mailing Address
  - b. Sponsored RSOs: Sponsored Student Organization travel is official University travel. The University requires official travel to be registered and expensed in the "Concur" travel system. This process is usually managed by a department travel administrator. Eligible travel expenses must be accounted for with an approved Concur expense report. ASUU will only reimburse the department for approved

expenses up to the approved dollar amount. The following advisor information is required:

- i. Full Name
- ii. Umail
- iii. Phone Number

## Travel Budget Request Workflow

Once submitted, travel budget requests are reviewed as follows:

1. ASUU Finance Director
  - a. The Finance Director will review the travel budget request for basic compliance with the Travel Funding Guidelines. The travel budget request is subject to:
    - i. Denial, or
    - ii. Correction, or
    - iii. Approval, and moved onto the next step
2. The traveler’s College Student Council (CSC)
  - a. The CSC has the opportunity to review the merits of the travel budget request and is empowered to:
    - i. Deny, or
    - ii. Approve, and moved onto the next step
3. ASUU Travel Committee
  - a. The ASUU travel committee reviews the merits of the travel budget request and is empowered to:
    - i. Deny, or
    - ii. Correct, or
    - iii. Pass the travel budget request.

The request must pass all three steps to be approved.

## Travel Funding Review Schedule

All Travel Budget Requests submitted to ASUU will be reviewed according to the following schedule.

<b><u>Requests Received by...</u></b>	<b><u>Will have an answer no later than...</u></b>
August 1 <sup>st</sup> , 2022, @ 11: 59 PM	August 31 <sup>st</sup> , 2022 @ 11: 59 PM
September 1 <sup>st</sup> , 2022, @ 11: 59 PM	September 30 <sup>th</sup> , 2022 @ 11: 59 PM
October 1 <sup>st</sup> , 2022, @ 11:59 PM	October 31 <sup>st</sup> , 2022 @ 11: 59 PM
November 1 <sup>st</sup> , 2022, @ 11: 59 PM	November 30 <sup>th</sup> , 2022, @ 11: 59 PM
December 1 <sup>st</sup> , 2022, @ 11: 59 PM	December 31 <sup>st</sup> , 2022 @ 11: 59 PM
January 1 <sup>st</sup> , 2023, @ 11: 59 PM	January 31 <sup>st</sup> , 2023, @ 11:59 PM



February 1 <sup>st</sup> , 2023 @ 11: 59 PM	February 28 <sup>th</sup> , 2023, @ 11: 59 PM
March 1 <sup>st</sup> , 2023 @ 11: 59 PM	March 31 <sup>st</sup> , 2023, @ 11:59 PM
April 1 <sup>st</sup> , 2023 @ 11: 59 PM	April 30 <sup>th</sup> , 2023, @ 11:59 PM

ASUU will not accept travel budget requests after the April submission deadline.

## Reimbursement Request Process

A reimbursement from ASUU for travel related expenses is only possible with

1. An approved travel budget request
2. Completion of travel

A reimbursement must be requested using the form on campus connect. This form uses logic to decipher and display appropriate questions necessary for reimbursement. Inputting incorrect information into the reimbursement form will lead to incorrect questions and information gathering. A reimbursement request submitted with incorrect information will be denied.

## Required information (Reimbursement Request)

The following information is required in all ASUU reimbursement requests. Follow this outline according to the nature or the budget request (Travel, Assembly, or Senate).

1. Legal Affidavit.
2. Requester information
  - a. UID
  - b. Phone Number
3. Budget Request Information
  - c. Assembly
    - i. Registered student organization
      1. Student Organization Name
      2. Six (6) digit Budget Request ID
    - ii. Affiliated student organization
      1. Student Organization Name
      2. Six (6) digit Budget Request ID
    - iii. Sponsored student organization
      1. Student Organization Name
      2. Six (6) digit Budget Request ID
      3. Sponsoring Department
      4. Advisor's Full Name
      5. Advisor's Umail

- 6. Advisor's Phone Number
- d. Senate
  - i. Six (6) digit Budget Request ID
  - ii. Associated College
  - iii. Advisor's Full Name
  - iv. Advisor's Umail
  - v. Advisor's Phone Number
- e. Travel
  - i. Sponsored
    - 1. Individual Travel
      - a. Six (6) digit Budget Request ID
      - b. Sponsoring Department
      - c. Department Travel Admin's Full Name
      - d. Department Travel Admin's Umail
      - e. Department Travel Admin's Phone Number
    - 2. Group Travel
      - a. Student Organization Name
      - b. Event Name
      - c. Departure Date
      - d. Return Date
      - e. Sponsoring Department
      - f. Advisor's Full Name
      - g. Advisor's Umail
      - h. Advisor's Phone Number
  - ii. Un-sponsored
    - 1. Individual Travel
      - a. Six (6) digit Budget Request ID
    - 2. Group Travel
      - a. Student Organization Name
      - b. Event Name
      - c. Departure Date
      - d. Return Date
- 4. Proof of Payment<sup>18</sup>
  - f. Upload a PDF copy of a single document (receipt/paid invoice)
  - g. Provide the following as it appears on the document
    - i. Business Name
    - ii. Date of Purchase
    - iii. Items (products/services) Purchase
    - iv. Total Amount Paid

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<sup>18</sup> Proof of payment: evidence showing money was exchanged for products/services showing a zero-balance owed.

- h. Up to ten (10) proofs of payment can be uploaded to a single reimbursement request.
- 5. Graphic Proof<sup>19</sup> (for Assembly: registered and affiliated student organizations only)
  - i. If a custom graphic is used in the purchase of any items being reimbursed, the graphic proof provided by the business is required.
- 6. Proof of Attendance (for unsponsored individual or group travel only)
  - j. An image that proves the traveler(s) attended the event indicated in the approved travel budget request is required
    - i. This could include an image of any printed materials handed out at the event, or an image of the traveler(s) at the event.
- 7. Fund Transfer Information (for Assembly: sponsored student organizations, Senate: College Student Councils, and Travel: sponsored individual or sponsored group travel only)
  - k. Department chartfields are required for reimbursement
  - l. ASUU is a University 2000 level fund and cannot transfer money to University 6000 level funds
  - m. For sponsored individual or group travel, a PDF copy of the approved “Concur” travel expense report is required.
- 8. Bank Statements (for Assembly: registered and affiliated student organizations, and unsponsored individual or group travel only)
  - n. Name on the account
  - o. Mailing address on the account
- 9. Additional Payee information (for Assembly: registered and affiliated student organizations, and unsponsored individual or group travel only)
  - p. Primary account holders Phone Number
  - q. Primary Account Holders Email
  - r. Is the entity being reimbursed a University employee (yes, or no)
  - s. Does the entity being reimbursed have a UID (If yes, provide the UID, otherwise no)
  - t. Up to three (3) bank statements can be uploaded in a single reimbursement request.

## Documentation Requirements

Requirements for documentation include:

1. Original, or a scan of an original
2. Complete, with no cropping or editing
3. Required information is clear and legible

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<sup>19</sup> Graphic “Proof”: this is a digital mockup or custom items that show a buyer what to expect of a final product.

4. File type of “PDF” or “JPG” only
5. Do not combine multiple documents
6. Save entire document as a single file
7. No screenshots
8. Do not combine screenshots into a single document

Each type of documentation must clearly and legibly show the following:

1. Proof of payment
  - a. Name of the business
  - b. Date of purchase
  - c. Items (products or services) purchased
  - d. Total amount paid
2. Graphic Proof (for Assembly: registered and affiliated student organizations only).
  - a. This document is a vendor provided design “proof” of a custom order showing a mockup of the product(s) ordered.
3. Proof of Attendance (for unsponsored individual or group travel only)
  - a. This document shows that the eligible traveler(s) attended the event indicated in the approved budget request.
    - i. This can include an image of printed materials from the event (credential, program, schedule, etc.), or a photo of the traveler(s) at the event.
4. Bank Statement (for Assembly: registered and affiliated student organizations, and unsponsored individual or unsponsored group travel only).
  - a. The name and mailing address of the entity being reimbursed must be visible.
  - b. The transactions being reimbursed must be visible.
  - c. All other bank statement information may be redacted.

## Reimbursement Request Workflow

Once submitted, reimbursement requests are reviewed as follows:

1. ASUU Budget & Finance Office
  - a. The Budget & Finance Office will review the travel budget request for
    - i. Compliance with the Travel Funding Guidelines.
    - ii. Conformity with the associated approved budget request.
    - iii. Verify documentation is reimbursable and compliant with requirements.
  - b. The ASUU Budget & Finance Office is empowered to:
    - i. Deny, or
    - ii. Request corrections/additional information, or
    - iii. Submit the reimbursement to the University for processing
2. The University Offices

- a. There are two or more offices that review the reimbursement request depending on the nature of the request. These offices are empowered to:
  - i. Deny, or
  - ii. Request corrections/additional information, or
  - iii. Approve, and produce the payment

All reimbursements must receive all required approvals to be paid. If additional information is required, the entity that submitted the reimbursement request and/or the entity being reimbursed will be contacted. Failure to provide the additional required information, if any, in accordance with any associated deadlines will result in a forfeit of the reimbursement. No additional reimbursement opportunity will be made available.

## History

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# DRAFT 2022-2023 ASUU Travel Funding Guidelines

Final Audit Report

2022-08-05

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