



Individual Travel Funding Regulations

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Effective Fiscal Year:

2024 - 2025

Finance Board Review:

Yea: 2	Nay: 0	Abstain: 0
Finance Director: 		

Legislative Treasurers Review:

Assembly Treasurer: <i>Sanjot Singh</i>
Senate Treasurer: 

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Article I: General Information

Section 1: *Disclaimers*

1. Each individual student may request up to \$600 per fiscal year from the ASUU Travel Fund.
2. An individual may only submit a single Travel Fund Request per fiscal year.
3. Individuals may request budget for multiple travels through their yearly Travel Fund Request.
4. All requestors must sign an Assumption of Risk waiver.
5. A \$12 audit fee will be automatically deducted from each travel reimbursement.
6. The 24 – 25 Travel Budget will be allocated proportionally. The total amount of funding requested during a review period will be set equal to 100%. Each individual's request will be proportionally calculated and their request amount will match the percent of available funds for the review period.
7. The 24 – 25 Travel Review Committee will process travel requests on a rolling basis, with 2 meetings each monthly cycle.
8. All travels related to or for research presentation and conferences will not be funded through the ASUU Travel Fund.

Section 2: *Eligibility*

1. An individual must be a student at the University of Utah, with a valid UID, to request travel budget from the ASUU Travel Fund.
2. All travels must fall between 1st July, 2024 and 26th May, 2025 to remain eligible for the 24 -25 Travel Funding Request.
3. ASUU Travel Fund will not be used to fund travels that award University Course Credit.
4. All travels related to or for research presentation and conferences will not be funded through the ASUU Travel Fund.
5. A student cannot submit a travel request on behalf of another using their own UID.
 - a. Discrepancy in Requestor UID and Traveller UID will result in an automatic denial of travel application.
6. All sport teams or clubs travelling for competitive events, intercollegiate or otherwise, must be registered with Campus Recreation to be eligible for travel funding.
7. All expenses must meet the documentation requirements listed in Article III.
8. All travels must be within the continental United States.

- a. All travels to and from outside mainland US will not remain eligible for funding.

Article II: Expenses

Section 1: *Eligible Expenses*

1. Airfare Travel.
2. Motor vehicles that meet the following requirement:
 - a) The motor vehicle must be covered with the liability and collision insurance outlined by the University Travel Office
 - b) Organizations travelling locally must use vehicles from the University Motor Pool or Utah State Motor Pool.
 - c) Organizations taking rental vehicles out of state must receive permission from the Dean of Students' Office.
 - d) Students may only use motor vehicles from rental agencies recommended by the University Travel Office
 - e) If a private automobile is used, the amount requested may not exceed the current IRS approved mileage rate.
 - f) Vans for 12 or 15 passengers may not be used for travel if it is funded either partially or fully by the ASUU Government.
 - g) Travel by bus will only be funded if the bus is operated by a paid professional driver.
3. Lodging.
4. Registration fees and costs.
5. On-road taxis during travel.
6. Public Transportation costs during travel.

Section 2: *Restrictions*

1. The ASUU Travel Fund will not allocate budget to expenses including, but not limited to:
 - a) Food and entertainment expenses while travelling
 - b) Posters and other marketing material
 - c) Clothing

Article III: Application & Reimbursement

Section 1: *Initiating Travel Budget Application*

1. All students must file a travel budget request through Campus Connect.
2. The travel budget request must contain the following information:
 - a. Requestor UID
 - b. Names, dates, and brief descriptions of all events falling in the fiscal year for which the traveller is seeking budget allocation
 - c. Listing the expense-type, with their expected dollar amount, associated with each event

Section 2: *Reimbursement Request and Documentation*

1. If the Travel Review Committee approves a budget allocation, the concerned student will receive a Travel Approval Email sent by the ASUU Office of Budget and Finance (asuufunding@utah.edu).
 - a. The deadline for issuing a reimbursement request form for a given allocation is 45 days after the official budget request approval
 - b. If an event included in the Travel Request has not yet taken place by the time of its request approval, the deadline for submitting a reimbursement request shifts to 45 days after the event
 - c. The Travel Approval Email will clearly list this deadline
2. The concerned student may initiate their reimbursement request through replying to the Travel Approval Email and attaching all documentation requested by the ASUU Office of Budget and Finance.
3. All documents requested must:
 - a. Be original, or scans of an original
 - b. Not be cropped or edited
 - c. Show clearly and legibly the required information
 - d. Be either of PDF or JPG designation
 - e. Not be a combination of multiple documents
 - f. Not be a screenshot
4. Proofs of payment must clearly show the following (Examples: receipts, invoices, etc.):
 - a. Business name
 - b. Purchase date

- c. Items purchased
 - d. Total amount paid
- 5. Bank statements must:
 - a. Show clearly the name and mailing address of the account holder
 - b. Show clearly the transactions being reimbursed