# *Individual Travel Funding Regulations*

**Issued:**

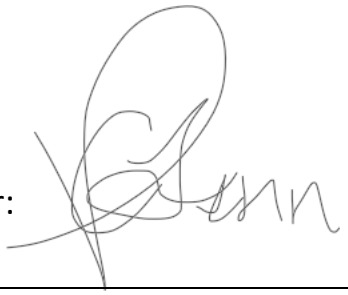
**Effective Fiscal Year:**

## Finance Board Review:

| Yea: | Nay: | Abstain: |
|---|---|---|
| Finance Director: Sarah Lowry | | |

## Legislative Treasurers Review:

| |
|---|
| Assembly Treasurer: Reese Van Dyke |

Senate Treasurer: 

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# Article I: General Information

## Section 1: *Disclaimers*

1. Each individual student may request up to **$300** 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. The Travel Budget will be allocated proportionally. The total amount of funding requested during a review period will be set equal to 100%. Each individual request will be proportionally calculated, and their request amount will match the percentage of available funds for the review period.
6. The Travel Review Committee will process travel requests on a rolling basis, with two meetings each monthly cycle.
7. All travel related to or for research presentations 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 trips must fall between 1st July, 2025 and 26th May, 2026 to remain eligible for the 25-26 Travel Funding Request.
3. ASUU Travel Fund will not be used to fund travel that awards University Course Credit.
4. All trips related to or for research presentations 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 Traveler 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. Recognized Student Organizations that wish to travel together and be reimbursed together may do so and will appoint one member to handle the reimbursement process as well as to be the payee or appoint their RSO bank account as the payee.

a. We must have confirmation from each travelling student that they agree and consent for their expenses to be reimbursed to the individual student taking the lead or to their club's bank account.

8. All expenses must meet the documentation requirements listed in Article III.
9. All travels must be within the continental United States.
    a. All travels to and from outside mainland US will not remain eligible for funding.
    b. If travel is within 50 miles of the University of Utah campus it will not be eligible for funding.

# Article II: Expenses

## Section 1: *Eligible Expenses*

1. Airfare Travel.
    a) This can be with the airline directly or through a third-party travel service such as Expedia, Trivago, Tripadvisor, etc.
2. Rental vehicles expenses or mileage expenses
3. Lodging including hotels or vacation rentals such as Airbnb or VRBO.
4. Registration fees and costs.
5. 5. On-road taxis during travel including rideshare services such as Uber and Lyft
    a) This does not include taxi or rideshare services within 50 miles of the University of Utah.

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
        a Including alcohol or tobacco products.
    b) Posters and other marketing material
    c) Clothing
    d) Sales tax, both state and federal

# 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. Name, address, and UID of the student.
    b. Names, dates, and brief descriptions of all events falling in the fiscal year for which the student 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 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 shift to 45 days after the event
    c. The Travel Approval Email will clearly list this deadline
2. The students may initiate their reimbursement request by filling out the linked Reimbursement Request form with the information and 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
        i An exception can be made for combined documents only if each individual document meets the proofs of payment requirements.
    c. Show clearly and legibly the required information
    d. Be either of PDF or JPG designation
        i Exceptions will not be made for HEIC files.
        ii Exceptions will not be made for PNG laptop or phone screenshots.

4. Proof of payment is receipts or paid invoices which must clearly show the following
    a. The name of the business
    b. The date of purchase
    c. The item(s) or services purchased
    d. The total amount paid, including a breakdown of taxes, fees and tips if applicable.
5. RSO club bank account statement and hand signed W9. Only applicable for Recognized Student groups who wish for their club bank account to be the payee, if they wish for themselves to be the payee then they may ignore themselves.
    a. Only applicable for Recognized Student Groups who travel together and wish to be reimbursed together.