

Spring 1-1-1990

Senate Bill SB-90S-568 New Policies and Procedures of the Student Conferences/Travel Account

Student Government Association
University of North Florida

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University of North Florida



STUDENT GOVERNMENT ASSOCIATION SENATE LEGISLATION

Number SB 90S-568

WHEREAS; The Student Conferences/ Travel Account has experienced a variety of inadequacies, and;

WHEREAS; Provisionary language of the 90-91 fiscal year's Activity and Service Fee Budget requires a re-evaluation of the Student Conferences/ Travel Policies and Procedures, and;

WHEREAS; The proposed changes will contribute greatly to the efficiency and equitable nature of the management of the account.

THEREFORE; Let it be resolved that the new policies and procedures of the Student Conferences/ Travel account be ratified by the Student Senate.

Respectfully Submitted,

Timothy C. Zdrzil

Introduced by Budget and Allocations
Board or Committee

SENATE ACTION 13-0-0

Date 8-3-90

Be it known that SB 90S-568

is hereby passed/vetoed on

this 8 day of August, 1990.

Scott E. Rogers

Signature

Student Body President

**STUDENT CONFERENCES / TRAVEL
POLICIES AND PROCEDURES**

DESCRIPTION: These shall serve as guidelines for requests of funding from the Student Conferences Account. This account enables students to represent the university and gain valuable personal experience through various activities at a lower cost.

REQUEST AVAILABILITY: The following shall be items that are available for request from the student conferences account.

- A. Registration: Student clubs, recognized organizations, and students with legitimate reasons shall be able to request up to 100% of registration costs.
- B. Lodging: Student clubs, recognized organizations, and students with legitimate reasons shall be able to request up to 50% of lodging costs.
- C. Transportation: Student clubs, recognized organizations, and students with legitimate reasons shall be able to request up to 100% of the most cost effective mode of transportation, to be determined by the Fiscal Assistant. If the requester(s) will be driving their own vehicles(s) they will be able to request up to .20 per mile for official mileage specified by the University of North Florida travel procedures manual and approved vicinity mileage where warranted.

CONDITIONS: The following conditions must be met by any and all person(s) requesting funds from the student conferences account. Failure to do so will result in voidance of the request and/or reimbursement.

A. Forms for student conferences travel must be filled out in full and submitted to the Fiscal Assistance five weeks prior to departure date. These forms are to include but shall not be limited to:

- 1. Student Travel Request Form
- 2. Others as required by the Fiscal Assistant.

B. Request for reimbursement must be turned in to the Fiscal

Assistant within two(2) business days of return.

C. Student clubs, recognized organizations, and students with legitimate reasons shall be able to request travel funds from the student conferences/travel line only once per fiscal year.