

Spring 1-1-1991

Senate Bill SB-91S-650 Student Conferences/Travel Policies and Procedures Amendment

Student Government Association
University of North Florida

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University of North Florida



STUDENT GOVERNMENT ASSOCIATION SENATE LEGISLATION

Number Student Conferences/Travel Policies and Procedures Amendment 91S-650

- WHEREAS; The Student Conferences/ Travel Account has experienced various inadequacies in the past, and;
- WHEREAS; The Budget and Allocations Committee has reviewed these inadequacies and has recommended changes to the Policies and Procedures of the Student Conferences/ Travel Account, 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.

Amendment made to add item D under CONDITIONS that is to read as follows:
 D. Requests from the Student Conferences/Travel account can not include travel associated with enrollment in credit bearing courses.
 Amendment passed 15:0:0

Respectfully Submitted,

David E. McClellan, SGA Comptroller
Introduced by Budget & Allocations Board or Committee

SENATE ACTION 10:2:0

Date July 10, 1991

Be it known that 91S-650 is hereby passed/verbed on

this 16 day of July, 1991 **Trina Jennings**

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. If costs other than conference registration are included in this amount, a breakdown of these costs are required.
- 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 Assistant 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 must request travel funds from the student conferences/travel line, and may do such only once per fiscal year. This does not affect the A&S Fee Budget stipulation that student clubs may expend up to \$100.00 from their accounts on travel in one fiscal year.