

6-15-2016

Senate Bill SB-16SA-3000: Travel Request Revision Act of 2016

Student Government Association University of North Florida

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1 *SB-16SA-3000: Travel Request Revision Act of 2016*

2 Whereas: The Student Government of the University of North Florida was established to represent student
3 concerns in all University wide matters, and;

4 Whereas: The Senate is the legislative body of the University of North Florida's Student Government given
5 the responsibility of carrying out such legislative acts that are necessary and proper for the Student
6 Body of the University of North Florida; and;

7 Whereas: Legislation dealing with necessary and proper statutory revisions to the System of Statutes shall
8 be considered by the Senate; and

9 Whereas: The Budget and Allocations Committee entertains travel requests pertaining to a wide variety of
10 events, which are not exclusive to student conferences;

11 Therefore: The following necessary and proper revisions to the Student Government System of Statutes are
12 being proposed in an effort to better integrate the wording of Student Government's Financial
13 Code with the travel request process as it stands.

Chapter 801: Definitions

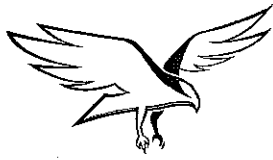
15 801.1 Academic Session - A period of time defined by the university when
16 courses are in session, excluding university sanctioned holidays and
17 breaks.
18

19 801.2 Agency - An administrative division of the Executive Branch created
20 to provide support, entertainment, and/or education for a particular
21 select interest group of the University of North Florida whether it be
22 racial, ethnic, academic, or philosophical in nature.
23

24 801.3 Business day - Business days, as referred to in statute, shall be
25 defined as being weekdays (Monday through Friday 8:00 A.M. - 5:00
26 P.M.) during academic sessions. Academic Sessions include Spring,
27 Summer, and Fall semesters only.
28

29 801.4 Carry Forward Funds - Allocated funds not expended by June 30th,
30 which become available for use in the new Fiscal Year.
31

32 801.5 Cash Flow (Operating) Reserve - The portion of the Fund Balance
33 designated in the amount of at least \$200,000 to meet liabilities at the
34 beginning of the fiscal year.



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3 801.6 Centralized – An A&S Fee funded entity whose budget is managed by
4 the SG Business and Accounting Office.
5
6 801.7 Centralized Budget Transfer Form – Authorization form for transfers
7 between indexes or between funding categories (operating expenses,
8 OPS wages, salaries, OCO) for centralized indexes. The form requires
9 the signatures of the SG B&A Chair, SG Treasurer, appropriate SG
10 Accounting Associates(s), SG Business Manager, SG Senate President,
11 and the SG President. The Vice President for Student and International
12 Affairs must sign on transfers over \$500.
13 801.8 Closed RSO – A Registered Student Organization that requires certain
14 dues, grade point averages, majors, or any other qualifications outside
15 of being a register A&S fee paying student from its members.
16
17
18 801.9 Decentralized – An A&S Fee funded entity whose budget is managed
19 by a Budget Director and overseen by the SG Business and Accounting
20 Office.
21
22 801.10 Department – A budgetary subunit within the University.
23
24 801.11 Entity – Any department, agency, or student organization partially or
25 fully funded by A&S Fees. Entity also applies to the SG Business and
26 Accounting Office and staff, the SG B&A Committee and SG Officers.
27 Individual students requesting funding from the Student Conference
28 Travel Index shall also be considered entities and are subject to the
29 same applicable statutes, policies, and procedures as other entities.
30
31 801.12 Fiscal Year – The financial year of the Student Government of the
32 University of North Florida shall be from July 1 to June 30.
33
34 801.13 Fund Balance – An accumulation of money generated through excess
35 tuition hours and unexpended budget allocations. The Fund Balance
36 includes the Scholarship Reserve, the Cash Flow Reserve, and the
37 General Reserve. As per 802.4, the Fund Balance is considered part of
38 the annual Activity & Service Fee Budget.



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3 801.14 General (Equipment) Reserve - The portion of the Fund Balance
4 after all other reserves and restrictions are met.

5
6 801.15 Major Offense - Any action taken by a funded entity that is
7 considered to be a criminal offense, fraudulent in nature, or in direct
8 violation of University fiscal rules and regulations, Title VIII, or
9 Provisionary Language.

10
11 801.16 Non-Standard Contracts - contracts that consist of changes,
12 additions, or modifications to the UNF Standard Contract.

13 801.17 Open RSO - A Registered Student Organization that accepts
14 membership from all students regardless of ability to pay dues, meet a
15 GPA requirement, or other qualifications.

16
17 801.18 Personal Items - Any item deemed personal by the SG Treasurer and
18 the SG Business Manager, with the SG Treasurer having final say.

19
20 801.19 Registered Student Organization - a student club or organization at the
21 University of North Florida that is registered with Club Alliance. RSOs
22 must comply with Title VIII, Provisionary Language and the Club
23 Alliance RSO Handbook in order to be eligible to receive A&S Fee
24 funding.

25
26 801.20 Salary Reserve - The portion of the Activity & Service Fee Budget that
27 is reserved to pay for salary increases in the event that the Federal
28 or State minimum wage increases during a fiscal year. Special Requests
29 for new or increased wages and benefits may also be drawn from the
30 Salary Reserve.

31
32 801.21 Scholarship (Operating) Reserve - The portion of the Fund Balance
33 designated in the amount of at least \$400,000 for the purpose of
34 generating interest to provide funds for annually awarded Student
35 Government Scholarships.

36
37 801.22 Special Request - Preapproved revenue authorized to be spent out of



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the general reserve and can be requested throughout the fiscal year by Registered Student Organizations, Student Government Branches and Agencies, or University Departments for expenses, events, projects, wages and benefits, or equipment purchases not previously budgeted.

801.23 Standard Contracts - Contracts that have been approved for use by the University President, appropriate University Vice President, the Office of the General Counsel, and the Purchasing Office. They can be obtained from the Office of General Counsel web-site.

801.24 Travel Request - Money requested throughout the fiscal year by Registered Student Organizations (RSOs) or individual A&S Fee paying students for conference travel events taking place off of the UNF campus, which is not previously budgeted.

Chapter 810: Budget & Allocations (SG B&A) Committee

810.1 The SG B&A Committee is one of four (4) standing committees of the SG Senate. The SG B&A Committee is responsible for recommending funding to only those entities that comply with the Student Government Mission, which is to represent student concerns in all University-wide matters while developing and promoting programs and activities of practical value and interest to students.

810.2 Non-voting ex-officio members shall include the chairs of the standing SG Senate Committees, the SG Senate President, the SG Advisor, the SG Director, the SG Assistant Director, SG Treasurer, SG Business Manager, and SG Accounting Associate(s).

810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the SG B&A Committee. The SGB&A Committee has the authority to amend, approve, or disapprove any request for funding. If approved, the request shall be forwarded to the SG Senate



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in the form of a bill, with the exception of travel requests as outlined in Section 841.4. If approved by the Senate, all legislation concerning the allocation of A&S Fee money must then be presented to the SG President as prescribed by Article II Section 8 and Title IV.

810.4 The SG B&A committee shall hear all travel requests. If approved, all Travel Requests concerning the allocation of A&S Fee money must then be presented to the SG President as prescribed by Title VIII Chapter 841.

810.5 The management of the A&S Budget is under direct control of the SG B&A Committee. The Committee has the responsibility and authority to curtail further appropriations to the A&S indexes found to be improperly expended.

810.6 The SG B&A Committee shall only hear requests if the Student Conference-Travel Index, the Special Requests Index, the Salary Reserves Index, or under appropriate circumstances, the General Reserve Fund have sufficient available balances to fund that request.

810.7 If for any reason, expected revenues of the annual budget are not met, all budgeted authority shall be subject to reallocation by the SG B&A Committee and the SG Senate. The SG Business Manager shall consult with the University administration and determine the extent of the shortfall. The SG B&A Committee shall convene to resolve the situation at the earliest possible date.

Chapter 811: B&A Committee Chair

811.1 The SG Senate shall elect an SG Senator as Chair of the SG B&A Committee each spring for a term of one year.

811.2 The SG B&A Chair shall perform all duties outlined in the Senate Policies and Procedures and Title VIII.

811.3 The SG B&A Chair shall hold meetings according to Senate Policies and



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Procedures and Title VIII.

811.4 The SG B&A Chair shall report at every SG Senate meeting and SG B&A Committee meeting the index balances for Special Requests, Student Conference—Travel, and any changes in Salary Reserves.—Salary Reserves(u).

811.5 The SG B&A Chair shall meet with the SG Business Manager and SG Treasurer to review funding requests for compliance with Title VIII prior to establishing the Agenda for the SG B&A Meeting at which it will be considered. The SG B&A Chair shall present to the committee all properly submitted requests with the appropriate amount of paper copies of the request.

811.6 The SG B&A Chair, when writing proposed budgetary legislation for submission to the SG Senate, shall provide an itemized schedule by expenditure category, of all funding requested, including the name of the group requesting funding, the proposed event/program, proposed date of the event/program, the location and requested monetary amounts.

811.7 The SG B&A Chair and the SG Treasurer shall collect the Quarterly Budget Report from the SG Business Manager, which is required by the University Budget Office, to review the status of the A&S Fee Budget.

811.8 The SG B&A Chair may review the Business and Accounting Office financial records of all A&S Fee indexes, which are maintained by the SG Accounting Associate(s) and SG Business Manager.

811.9 The SG B&A Chair shall coordinate and administer a procedural workshops, facilitated by the SG Business and Accounting Office, for funded Departments and Agencies. There may be as many workshops as necessary held at the SG B&A Chair's discretion.

811.10 The SG B&A Chair shall upload all properly submitted Fiscal Requests to the SG "O- Drive."



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811.11 The SG B&A chair shall notify the SG B&A committee and the SG Senate of any newly created line item within the A&S fee budget.

Chapter 841: Student ~~Conference~~-Travel Requests

841.1 RSOs and currently enrolled A&S Fee-paying students may request funding for travel from the Student ~~Conference~~-Travel Index.

841.2 Travel Requests fall under the jurisdiction of the SG B&A Committee and are not subject to SG Senate approval unless vetoed by the SG President or brought to the SG Senate floor as outlined in Title VIII Chapter 840.9.

841.3 Travel funds may be requested by RSOs and currently enrolled A&S Fee-paying students as follows:

A. Individuals requesting travel funding are limited to a total of \$500 per Fiscal Year.

B. RSOs requesting travel funding are limited to a total of \$2,000 per Fiscal Year, with a cap of \$500 per student per trip.

~~B.C.~~ No student shall expend, directly or through an RSO, more than \$500.00 from the Travel Request Index throughout the fiscal year.

~~C.D.~~ No more than \$3,000 may be allocated towards the same ~~conference~~ travel event per Fiscal Year.

~~D.E.~~ Travel reimbursements for fuel are prohibited, unless the vehicle used is rented from a provider approved by the university.

841.4 The legislative process for approving Travel Requests shall be as follows:

A. After being properly submitted and added to the SG B&A meeting



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agenda, the request must receive a two-thirds (2/3) approval vote of the committee to pass.

B. After passage, the request form shall be written into a bill and signed by the SG Senate President as a confirmation of legislative action.

C. The SG Senate President shall then forward the bill to the SG President for executive action as prescribed by law.

1. If the president vetoes the bill, eight (8) SG Senators may sponsor the failed bill and forward it to the SG Senate. The SG Senate may then act on the bill in the same manner as it would a bill in accordance with Article II Section 8E.

841.5 Food associated with travel may not be requested.

841.6 All travel arrangements shall be made through the SG Business and Accounting Office, except for reservations for accommodations.

841.7 All travel sponsored by A&S Fees must adhere to the University Travel Manual published by the University's Travel Office.

A. A properly completed Travel Request Form shall consist of; Request Form including applicable standard questions, signed by the appropriate advisor, club president, and treasurer, or Budget Director.

B. Total Cost spreadsheet,

C. Total request spreadsheet,

D. Official ~~conference~~ event schedule/agenda/program,

E. Official business price quotes for accommodations, transportation, and expenses.

F. List of students, N#s, UNF email address, phone number and mailing address.



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G. Statement of Travel Guidelines.

Therefore: Let it be enacted, by the University of North Florida Student Government, that the aforementioned revisions to the Student Government System of Statutes be made effective July 1st, 2016.

Furthermore: The aforementioned revisions shall in no way hinder the adoption of changes from other legislation, scheduled to become effective on July 1st, 2016.

Legislative Action

Executive Action

Author: Christopher Jordan
Sponsor: Christopher Jordan
Committee: B&A
Committee Action: 3-0-0
Senate Action: 12-0-0
Date of Action: 06-08-2016

Let it be known that SB-16SA-3000 is hereby
APPROVED / VETOED / LINE-ITEM VETOED
on this 15 day of June, 2016.
Signed, [Redacted]
Caleb Grantham, Student Body President

Signed and Delivered to the Student Body President
on this 15 day of June, 2016.

Signed and Delivered to the Senate Secretary

Place Time Stamp Here
[Redacted]

Place Time Stamp Here
[Redacted]

Signed: [Redacted]
Dallas Burke, Student Senate President