

1-25-2017

## SB-17S-3082 Virginia Flemming

Student Government Association University of North Florida

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1 *SB-17S-3082: Virginia Fleming*

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 Budget and Allocations Committee is a standing committee of the Student Government  
5 Senate, responsible for funding only those entities that comply with the Student Government  
6 mission, which is to represent student concerns in all university wide matters while developing  
7 and promoting programs and activities of practical value and interest to students, and;

8 Whereas: RSOs and currently enrolled Activity and Service Fee-paying students may request funding for  
9 travel from the Student conference Travel Index according to chapter 841.1 of the Student  
10 Government Statutes and;

11 Whereas: According to chapter 841.2 of the same, Travel Requests fall under the jurisdiction of the Budget  
12 and Allocations Committee and are not subject to full Senate approval unless vetoed by the  
13 President or brought to the Senate floor as outlined in Chapter 840.10 and according to 841.2,  
14 and;

15 Whereas: The request must receive a two-thirds (2/3) affirmative vote to pass, and;

16 Whereas: The purchase or activity reflects students' genuine interests and enhances the educational, social,  
17 cultural, and recreational services available to students at the University of North Florida, and;

18 Whereas: The person(s) listed below are Activity and Service Fee-paying students, who seek to manifest the  
19 above mentioned goals, and;

20 Whereas: Virginia Fleming wishes to attend The Interfaith Leadership Institute in Atlanta, Georgia from  
21 January 26 to January 29, 2017, and;

22 Whereas: Said individual is requesting funding for the below items:

|    |                |            |
|----|----------------|------------|
| 23 | Registration   | = \$25.00  |
| 24 | Lodging        | = \$234.00 |
| 25 | Transportation | = \$0.00   |
| 26 | Total          | = \$259.00 |

27



# SENATE LEGISLATION

## SB-17S-3082

1

*SB-17S-3082: Virginia Fleming*

2

Therefore: Let it be enacted, by the University of North Florida Student Government, that \$259.00 be  
3 encumbered in the FY 2016-2017 Student Conference Travel Index 402028 in order to pay for  
4 the above referenced items.

5

### Legislative Action

### Executive Action

6

7

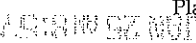
Author: B&A Committee  
Sponsor: Thomas Beaucham  
Committee: B&A  
Committee Action: adopted 5-0-0  
Senate Action: —  
Date of Action: —

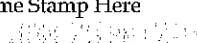
Let it be known that SB-17S-3082 is hereby  
APPROVED / VETOED / LINE-ITEM VETOED  
on this 25 day of Jan, 2017.

Signed,   
*Caleb Grantham Student Body President*

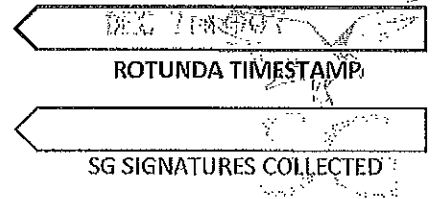
Signed and Delivered to the Student Body President  
on this 25 day of Jan, 2017

Signed and Delivered to the Senate Secretary

Place Time Stamp Here  


Place Time Stamp Here  


Signed:   
*Dallas Burke, Student Senate President*



# Travel Request

Completed Travel Requests must be submitted a **minimum five (5) weeks prior to the departure date**. Submit form to the Student Government Rotunda (58E/3300).

## Checklist

On this form

- Summary
- Cost Breakdown
- Questionnaire
- Travel Guidelines

You provide

- Official schedule/agenda/program and other supporting documentation for event
  - Official business quotes for accommodations (transportation, registration fees, etc.)
  - List of all students traveling, including: names, n-numbers, phone numbers, email addresses, residential addresses, and room assignments (if applicable).
- } same as Better Together*

## Summary N00927857

Requests cannot exceed more than \$500 per individual student, and \$2,000 per RSO, per fiscal year. No student shall expend directly, or through an RSO, more than \$500 through the Travel Index annually.

I am requesting a total of \$259 for a(n)  Competition  Conference  Meeting  Seminar  Workshop  Other: \_\_\_\_\_

for  Myself  The RSO: Virginia Fleming

| Event Information                           |                             |                            |
|---|-----------------------------|----------------------------|
| Event Name: Interfaith Leadership Institute |                             | Event Date: 1/27-1/29/2017 |
| Location: Atlanta, Georgia                  | Departure Date: 1/26/2017 ✓ | Return Date: 1/29/2017     |

| Contact Information                                    |                                    |
|--|------------------------------------|
| Requestor's Name: <u>Virginia Fleming</u>              |                                    |
| Phone Number: <u>904-228-6179</u>                      | Email: <u>flginnia08@gmail.com</u> |
| Faculty Advisor/Sponsor's Name: <u>Tarah Trueblood</u> |                                    |
| Phone Number: <u>904-620-5715</u>                      | Email: <u>t.trueblood@unf.edu</u>  |

# Cost Breakdown



|                  |  |  |           |
|------------------|--|--|-----------|
| Registration     | Number of students going on trip                     | A  | 1         |
|                  | Is there a registration fee?                         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Lodging")    |           |
|                  | What is the registration fee per student?            | B  | 299       |
|                  | Total registration cost                              | $A \times B$   | C 299     |
|                  | How much of this total are you requesting?           | D  | 25        |
| Lodging          | Is there a lodging cost?                             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Transport")  |           |
|                  | Cost per room, per night                             | E  | 234       |
|                  | Number of rooms                                      | F  | 1         |
|                  | Number of nights                                     | G  | 3         |
|                  | Total cost of lodging                                | $E \times F \times G$  | H 702     |
|                  | How much of this total are you requesting?           | I  | 234       |
| Transport        | Will you be traveling by plane, bus, train, or boat? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (move to "...Vehicle") |           |
|                  | Cost per ticket                                      | J  |           |
|                  | Total cost of non-rental transit                     | $A \times J$   | K         |
| Personal Vehicle | Will your organization drive a vehicle?              | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Total")      |           |
|                  | Do you prefer to rent, or drive your own?*           | <input checked="" type="checkbox"/> Rent <input type="checkbox"/> My Own                   |           |
|                  | Number of vehicles                                   | L  | 1         |
|                  | Miles to travel                                      | M  | 718       |
|                  | Total Mileage  | $L \times M$   | N 718     |
|                  | Total Mileage Cost                                   | $N \times 0.44$  | O 319.51  |
| Rental Vehicle   | Cost per rental vehicle                              | P  | 275       |
|                  | Total rental vehicle cost                            | $L \times P$   | Q 275     |
|                  | Estimated Cost per Gallon                            | R  | 2.25      |
|                  | Fuel Cost (for rental vehicles only)                 | $(N \div 15mpg) \times R$  | S 107.70  |
|                  | Total Rental Cost                                    | $Q + S$  | T 382.70  |
|                  | Total Transportation Cost                            | $K + T$  | U 382     |
|                  | How much of this total are you requesting?           | V  | 0         |
| Total            | Total cost of trip                                   | $C + H + U$  | W 1383.70 |
|                  | Requested amount                                     | $D + I + V$  | X 259     |

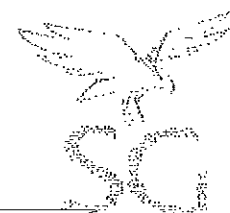
\*A rental quote must be included, even if not renting. Contact the Business & Accounting Office to obtain a discounted quote.



## Cost Breakdown

|                   |   |  |               |
|-------------------|---|--|---------------|
| Registration      | Number of students going on trip                      | A  | 1             |
|                   | Is there a registration fee?                          | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Lodging")    |               |
|                   | What is the registration fee per student?             | B  | \$ 299.00     |
|                   | Total registration cost                               | $A \times B$   | C 299.00      |
|                   | How much of this total are you requesting?            | D  | \$ 25.00      |
| Lodging           | Is there a lodging cost?                              | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Transport")  |               |
|                   | Cost per room, per night                              | E  | \$ 234.00     |
|                   | Number of rooms                                       | F  | 1             |
|                   | Number of nights                                      | G  | 3             |
|                   | Total cost of lodging                                 | $E \times F \times G$  | H 702.00      |
|                   | How much of this total are you requesting?            | I  | \$ 234.00     |
| Transport         | Will you be traveling by plane, bus, train, or boat?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (move to "...Vehicle") |               |
|                   | Cost per ticket                                       | J  |               |
|                   | Total cost of non-rental transit                      | $A \times J$   | K             |
| Personal Vehicle  | Will your organization drive a vehicle?               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Total")      |               |
|                   | Do you prefer to rent, or drive your own?*            | <input checked="" type="checkbox"/> Rent <input type="checkbox"/> My Own                   |               |
|                   | Number of vehicles                                    | L  | 1             |
|                   | Miles to travel                                       | M  | 718           |
|                   | Total Mileage   | $L \times M$   | N 718.00      |
|                   | Total Mileage Cost                                    | $N \times 0.445$   | O \$ 319.51   |
|                   | Cost per rental vehicle Vehicle Rate x Number of Days | P  | \$ 275.00     |
|                   | Total rental vehicle cost                             | $L \times P$   | Q \$ 275.00   |
|                   | Estimated Cost per Gallon                             | R  | \$ 2.25       |
|                   | Fuel Cost (for rental vehicles only)                  | $(N + 15mpg) \times R$   | S \$ 107.70   |
| Total Rental Cost | $Q + S$   | T \$ 382.70  |               |
| Total             | Total Transportation Cost                             | $K + T$  | U \$ 382.70   |
|                   | How much of this total are you requesting?            | V  | \$ 0.00       |
| Total             | Total cost of trip                                    | $C + H + U$  | W \$ 1,383.70 |
|                   | Requested amount                                      | $D + I + V$  | X \$ 259.00   |

\*A rental quote must be included, even if not renting. Contact the Business & Accounting Office to obtain a discounted quote.



## Questionnaire

|    |   |   |   |
|----|---|---|---|
| 1  | Will funded students be enrolled in classes during the time of the event?               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | / |
| 2  | Will funded students receive a grade or academic credit for attending the event?        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | / |
| 3  | How many students have attended this event before?                                      | 7   |   |
| 4  | How will attending this event benefit you/your organization?                            | By sending students involved with the Interfaith movement, we are able to further the Better Together mission and purpose. This mission has already shown positive impacts at the UNF campus. Students will be trained in programming and civil discourse by exemplary institutions such as Duke University which will benefit the UNF student body as a whole. |   |
| 5  | How will attending this event benefit the student body as a whole?                      | By training new leadership involved with Better Together, the Interfaith Center will keep providing a safe space while also promoting religious and non-religious literacy on campus. This is particularly vital in keeping our student body diverse and compassionate.   |   |
| 6  | What other sources of funding are you receiving for this trip, and how much per source? | Jewish Federation - 500.  |   |
| 7  | How much has been fundraised for this event, and how?                                   | We qualify for \$1,723.50 in discounts for registration fees for this specific conference.  |   |
| 8  | How much has Student Government provided for this event before?                         | \$4,078.00  |   |
| 9  | What will happen if SG partially funds this request?                                    | Not as many students will be able to participate in this opportunity of diversity and inclusion.  |   |
| 10 | What will happen if SG does not fund this request?                                      | Students will not be able to attend.  |   |
| 11 | If you're requesting for an RSO, how long has your organization been active at UNF?     | 4 years   |   |



## Statement of Travel Guidelines

1. Upon approval of the Senate, you must meet with the SG Accounting Associate within three (3) business days to discuss internal procedures and funding arrangements. Failure to do so will result in loss of funding. (Tip: it is recommended that you contact the Business & Accounting Office at 620-1511 the next business day and schedule an appointment.)
2. Your travel must adhere to University Travel Policies published annually by the Travel Office.
3. All travelers must sign a TA (Travel Authorization) and Liability Form no later than five (5) business days prior to trip departure date. You will be contacted by the SG Business and Accounting Office when the forms are ready for your signature.
4. Prepare an outline of the intended payment methods (i.e., who is paying for which expenses) and bring this information with you to your meeting with the Business & Accounting office.
5. Within two (2) business days of your return, original receipts must be turned into the SG Business & Accounting office. (Tip: keep a copy of your receipts in the event you are contacted with questions about your submission.)
6. University policy requires travelers to complete Travel Reimbursement (TR) forms at the conclusion of their travel, even if there is no reimbursement due. Once your TR is ready to sign, you will receive an email from the Business & Accounting office. It is important for you to make arrangements to sign the form within the time frame you are given in the email so not to jeopardize your reimbursement or to risk possible holds on your student record.

By submitting this form, the requestor assumes responsibility for this trip and affirms that all funding allocated by the Student Senate will be used in compliance with the Student Government Finance Code (Title VIII of the Student Government Constitution and Statutes). Failure to comply with the above guidelines and those in the Student Government Finance Code will result in forfeiting all Student Government funding for the trip and possible holds on student records.

|  | Name             | Signature | Date       |
|--|------------------|-----------|------------|
| <input type="checkbox"/> BSO's President                 |                  |           |            |
| <input checked="" type="checkbox"/> Individual Requestor | Virginia Fleming |           | 11/22/2016 |
| Treasurer (leave blank for individual requests)          |                  |           |            |
| Faculty Advisor/Sponsor                                  | Taran Trueblood  |           | 12/12/16   |

*If you have a disability, or require accommodations, please contact ADA or DRC at least five days before the hearing.  
 For physical barriers: ADA Compliance Office at (904)620-2870 or 711 for TDD/TTY.  
 For other accommodations: Disability Resource Center at (904)620-2769 or drc@unf.edu.*

|                        |                  |                     |                  |
|------------------------|------------------|---------------------|------------------|
| <b>Office Use Only</b> | B&A Hearing Date | Senate Hearing Date |                  |
|                        | Senate Sponsor   | Thomas Beaucham     | Date<br>1/9/17   |
|                        | B&A Chair        | Christopher Jordan  | Date<br>1/16     |
|                        | SG Treasurer     | Heather Pennick     | Date<br>12/14/16 |
|                        | Business Manager | Dawn Knipe          | Date<br>12/19/16 |