

SGA Organization Budgeting Policy

Student Government Association, Committee on Appropriations

1 SUPERSEDING REGULATIONS

1.1 SUPREMACY CLAUSE

The regulations outlined in this section apply to all expenditure of funds disbursed or controlled by the Student Government Association of Rose-Hulman Institute of technology. This includes but is not limited to the spring budgeting process and one time funding request.

1.2 REGULATIONS

SGA funds will not be used to purchase illegal substances.

SGA funds will not be used to purchase alcohol.

SGA funds will not be used to pay for services performed by club members in the normal course of club activities, such as office work or stipends for officers.

Unless vital to the purpose of the club or an activity or allocated as promotional funds, SGA funds will not be used for:

- Food for events that are not open to all campus.

- Clothing or items that will become the property of an individual.

- Miscellaneous or general expenses (requests determined to be vague).

SGA will not provide funding for expenditures that benefit an individual unless that expenditure allows the individual to benefit the club.

All items in a funding request, reallocation request, or budget proposal must be itemized with prices quoted from a vendor or based on previous expense records. The price quotes should include shipping, taxes, and gratuities.

SGA will reimburse variable payments (such as tips or gratuities) at the discretion of the SGA Treasurer.

SGA will not fund events or purchases retroactively, with exceptions for extenuating circumstances.

2 ORGANIZATION OPERATING BUDGET

2.1 ORGANIZATION OPERATING BUDGET SUMMARY

The Organization Operating Budget includes all foreseeable expenses necessary to execute the regular operations and planned development efforts of a recognized organization of the Student Government Association of Rose-Hulman Institute of Technology.

2.1.1 Budget Categories

The Organization Operating Budget is submitted as line item expenditure projections in the categories of Campus Events, Campus Improvement, Equipment, Consumables, Promotional, and Operating Costs

2.2 CAMPUS EVENTS

A campus event is defined as an event that provides a unique experience for individuals which is accessible to all or most of the campus community. These events would be well-advertised around campus and garner interest from a large proportion of the campus community.

2.3 CAMPUS IMPROVEMENT

Campus improvement shall be defined as any object or project that provides a new permanent or semi-permanent value to campus that is accessible to all or most of the campus community and does not fall under the purview of an Institute Department.

2.4 ORGANIZATION INTERNAL EXPENSES

2.4.1 Equipment

Equipment shall be defined as any device or software that provides useful function to the organization for multiple years.

For the purposes of equipment, software as a service (henceforth SAAS) will not be considered equipment.

For the purposes of equipment, non-regular maintenance/replacement will be considered equipment.

2.4.2 Consumables

Consumables shall be defined as commodities that provide useful functions until they are degraded or depleted through regular use or at such time the license to use such commodity expires.

For the purposes of consumables, registration and club fees shall be considered consumables.

2.4.3 Promotional

Promotional funds shall be defined as expenditures which advertise the club's existence and purpose to the student body and for all intents and purposes be considered a subset of consumables.

2.4.4 Operating Expenses

Operating Expenses shall be defined as items that do not fit into definitions 2.4.1, 2.4.2, 2.4.3 or any previously defined section.

3 ORGANIZATION TRAVEL BUDGET

3.1 ORGANIZATION TRAVEL DEFINITIONS

3.1.1 Organization Travel

Travel is defined as any official activities of a recognized organization which meets any of the requirements outlined in Travel Registration Requirements of the **Student Travel Policy** jointly owned by the Business Office, Safety & Security, and Student Activities.

3.1.2 Fundamental Travel

Fundamental Travel is defined as Organization Travel required to execute the basic function of a recognized organization, without which the organization's value to campus is extremely limited.

3.1.3 Non-Fundamental Travel

Non-Fundamental Travel is defined as all organization travel not officially recognized as fundamental by the Student Government Association of Rose-Hulman Institute of Technology.

3.1.3.1 Professional Development

Non-Fundamental Travel for the purpose of professional development must enhance the ability of a Student Organization to deliver its mission to all members.

Professional Development Organization Travel where the sole beneficiaries are the participants of the Organization Travel and where little value is delivered to the Student Organization is classified as Recreational Travel.

3.1.3.2 Recreational Travel

SGA will fund no more than half of the projected cost of Recreational Travel as calculated in accordance with the policies outlined in section 3.4.

3.2 ORGANIZATION TRAVEL BUDGET SUMMARY

The Organization Travel Budget includes all foreseeable **Organization Travel** related expenses incurred by a recognized organization of the Student Government Association of Rose-Hulman Institute of Technology during one fiscal year.

3.3 CLASSIFICATION OF ORGANIZATION TRAVEL

Classification of Organization Travel as Fundamental requires consensus by the Student Organization Coordinators.

All Fundamental Travel that is officially recognized by the Student Government Association of Rose-Hulman Institute of Technology is classified as such by the Student Organization Coordinators during the annual budgeting process occurring in the spring academic quarter of the previous fiscal year.

A report on officially recognized Fundamental Travel is provided by the Student Organization Coordinators to the Student Government Association of Rose-Hulman Institute of Technology. Any amendment to this classification requires a vote in the affirmative by 3/4ths of all members of the Student Government Association of Rose-Hulman Institute of Technology.

3.4 ORGANIZATION TRAVEL EXPENSE CATEGORIES

All Organization Travel must be budgeted for in terms of the following Categories. Transportation Cost, Lodging Cost, Advisor Cost.

3.4.1 Fundamental Travel to an Unknown Location

If the destination of any fundamental travel event is unknown, the full value of the student organization Travel Tier is held in reserve. When the location of all Fundamental Travel is determined, the student organization is responsible for presenting a travel budget to the Finance Committee, which is subsequently approved by the student senate. These funds are withdrawn from the Travel Reserve Fund in an amount not greater than the travel tier cap of the organization at the time of the Organization Budgeting Process.

3.4.2 Transportation Costs

Transportation costs include all expenses associated with the transportation of organization members, starting at the time they leave the campus of Rose-Hulman Institute of Technology and ending at the time of their return to the campus of Rose-Hulman Institute of Technology.

3.4.2.1 Rental Vehicle

Rental vehicles are the preferred mode of transportation for all organization travel. Efforts should be made to transport members and equipment with rental vehicles if possible.

The cost of rental vehicles is determined by creating a quote with Enterprise as outlined in the document titled “National Enterprise Rent a Car” published by the Office of Administrative Services.

3.4.2.1.1 Gas Costs

Organizations that transport their members with rental vehicles are required to appropriately budget for vehicle fuel.

Gas costs are calculated with the following formula:

$$(C \cdot D \cdot G \cdot E) / MPG$$

Parameter	Description	Value
C	Number of Cars needed expecting six people per car	Det. By. Org.
D	Total round-trip distance in miles	Det. By. Org.
G	Average price of gas per gallon https://gasprices.aaa.com/	Det. By. Org.
E	Error margin	1.2
MPG	Average miles per gallon	22 miles / gal

3.4.2.2 Airfare

3.4.2.2.1 Limitation of Airfare Expenditure

Transportation for Organization Travel by air travel should only occur when necessary. A specific and compelling financial, logistical, or academic constraint must be presented by the Student Organization which demonstrates that travel by rental vehicle would be more expensive or otherwise make Organization Travel impossible.

3.4.2.2.2 Financial Constraint

A compelling financial constraint may include travel to a destination where the total transportation cost for the **entire** Organization Travel when projected with airfare, equipment freight shipping between Rose-Hulman and the destination city, and local transportation at the destination city is **less than** the sum of the accurately quoted cost of rental vehicles for the **entire** Organization Travel **and** any required lodging costs incurred as mandatory rest while traveling to the destination city.

3.4.2.2.3 Logistical Constraint

A compelling logistical constraint may include travel to a destination that cannot be reached with one or less mandatory overnight rest stops while traveling to the destination city.

A compelling logistical constraint may include travel that occurs during the summer term after students have returned home or traveled to an internship, making shared rental vehicle transportation impossible.

3.4.2.2.4 Academic Constraint

All Organization Travel during an instructional period is expected to increase academic stress. Student Organization members are expected to responsibly manage their coursework and decide with their professors whenever possible.

Absence from less than two full days of regular instruction, excluding dates where time spent in the destination city is greater than 12 hours, **does not** constitute an academic constraint.

A compelling academic constraint may include substantial instruction loss attributed to an absence from regular instruction greater than two full academic days, excluding dates where time spent in the destination city is greater than 12 hours.

3.4.2.2.5 Airfare Class

No expenditure of SGA funds shall occur to purchase domestic airline tickets above refundable economy or comparable equivalent.

3.4.2.2.6 Calculation of Flight Miles

Flight miles are calculated by entering the departure and destination airports into the following website. <https://www.airmilescalculator.com/>. **Note: the calculator reports one way flight miles. The output should be doubled to accurately represent the full round trip.**

3.4.2.2.7 Maximum Expenditure

No expenditure of SGA funds shall occur to purchase airline tickets exceeding \$0.25 per flight mile without the written approval of the SGA Treasurer.

3.4.2.2.8 Minimum Budgeted Amount

The minimum amount a Student Organization must budget for Organization Travel airfare is \$0.15 per flight mile per person.

3.4.3 Lodging Costs

Special emphasis should be placed on producing accurate projections of real lodging costs incurred by an organization for all planned Organization Travel.

3.4.3.1 Definition of Regions

New England	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Mid-Atlantic	New Jersey, New York, Pennsylvania
East North Central	Illinois, Indiana, Michigan, Ohio, Wisconsin
West North Central	Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
South Atlantic	Delaware, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia, Washington D.C.
East South Central	Alabama, Kentucky, Mississippi, Tennessee
West South Central	Arkansas, Louisiana, Oklahoma, Texas
Mountain	Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming
Pacific	Alaska, California, Hawaii, Oregon, Washington

3.4.3.2 Cost Projection

It is strongly recommended that Student Organizations obtain a quote from a lodging provider with projected lodging rates during the time of their stay. If this is not possible, Student Organizations are encouraged to compile an accurate projection from available historical data.

Negligent failure to appropriately budget for Organization Travel during the Organization Budgeting Process does not constitute grounds to submit a One Time Funding Request for Organization Internal Expenses.

In all cases, Student Organizations are required to budget a minimum amount for all Organization Travel Lodging as projected by the following formula. If this minimum amount exceeds the total Organization Travel Tier, the organization may petition to have their tier increased **before** the Organization (spring) Budgeting Process. Otherwise, the organization must reduce the number of members attending to maintain compliance with their Organization Travel Tier Cap.

$$C = \alpha_{region} \cdot P_{GSA} + \beta_{region}$$

Parameter	Description
C [\$]	Total cost per room. One room is nominally 4 people.
α_{region} [unitless]	This is a region-based modifier set by the SGA Treasurer. This modifier accounts for proportional underrepresentation of real cost and inflationary effects. This value is close to but never less than 1.
P_{GSA} [\$]	This is the Per Diem Rate reported for the location and timeframe of lodging use. https://www.gsa.gov/travel/plan-book/per-diem-rates
β_{region} [\$]	This is a fixed cost that represents fixed underrepresentation of real cost by region.

3.4.3.3 Preliminary Parameter Values

Region	α_{region} [unitless]	β_{region} [\$]
New England	1.06	5.00
Mid-Atlantic	1.10	10.00
East North Central	1.05	3.00
West North Central	1.03	2.00
South Atlantic	1.08	8.00
East South Central	1.04	4.00
West South Central	1.06	5.00
Mountain	1.07	5.00
Pacific	1.10	10.00

3.4.4 Advisor Costs

Student Organizations are required to budget for all expenses associated with the transportation and lodging of their faculty advisor(s).

Efforts must be made to ensure reasonable lodging accommodation, especially in the case of a faculty advisor, that includes a physically separate sleeping area from student participants.

Student Organizations are required to budget **\$35 per day** for food and other miscellaneous costs incurred by unpaid Faculty Advisors who are required for the Organization Travel to occur.