

# **SGA FinCom's Policy Doc**

**This document was created out of Article IV, Section 4, Subsection B.1.e of the SGA Constitution and outlines the policy of the Finance Committee (FinCom) of the Student Government (SGA) around recommending and approving monetary requests to the SGA. This document is constructed out of the opinions of the committee, with the advice of the SGA Treasurer.**

## **General**

1. SGA funds will not be used to purchase illegal substances.
2. SGA funds will not be used to purchase alcohol.
3. 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.
4. Unless vital to the purpose of the club or an activity or allocated as promotional funds, SGA funds will not be used for:
  - a. Food for events that are not open to all campus.
  - b. Clothing or items that will become the property of an individual.
  - c. Miscellaneous or general expenses (requests determined to be vague).
5. SGA will not provide funding for expenditures that benefit an individual unless that expenditure allows the individual to benefit the club.
6. 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.
7. SGA will reimburse variable payments (such as tips or gratuities) at the discretion of the SGA Treasurer.
8. SGA will not fund events or purchases retroactively, with exceptions for extenuating circumstances.

## **Trips (Travel and Lodging)**

1. SGA will fund vehicular travel based on the circumstances of the trip using a standard equation as follows:

$$(C \cdot D \cdot G \cdot E) / \text{MPG}$$

C = # of Cars (expecting 6 people per car)

D = Distance (round trip in miles)

G = Average price of gas in USA (at time of request on [gasprices.aaa.com](http://gasprices.aaa.com))

E = Error margin (normally 20%, which means a factor of 1.2)

MPG = Average miles per gallon (set at 22 miles per gallon)

2. SGA will fund air travel at the rate of \$0.10 per mile traveled per person for domestic trips. [Air Miles Calculator](#)
3. SGA will fund no more than the “Per Diem Rate” per room for lodging in the city and the month being requested as defined U.S. General Service Administration ([www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)).
  - a. Rooms shall be considered as having four people per room, unless the organization can prove a different necessary grouping such as people who cannot be roomed with each other.
  - b. For international travel, the US State Department’s equivalent site shall be considered instead of the GSA’s site.
4. The SGA can fund, in full, all travel and lodging for an advisor traveling with a student organization on any type of trip. The recommended amounts specified above also apply to advisors.
5. All trips shall be categorized into the following types of trips, at the discretion of the Finance Committee:
  - a. Competitive trips will be defined as trips for events where teams or individuals compete against other teams or individuals.
  - b. Professional trips will be defined as trips for the purpose of attending events or conferences that are facilitated by a national or regional organization.
  - c. Philanthropic trips will be defined as trips that are dedicated towards the betterment of society or to promote the welfare of others.
  - d. Recreational trips will be defined as a trip not for competitive, professional, or philanthropic purposes.

### **Competitive and Philanthropic Trips**

1. Competitive and philanthropic trips will be funded fully within existing funding policy.

### **Professional Trips**

1. SGA will fund, in full, registration for one conference for a student organization if included in the annual budget.

2. SGA will fund no more than 80% of the registration for a second conference request from a student organization, and then no more than 20% of the third conference request for the same organization. The SGA will not fund any more than the conferences mentioned above for any student organization.

### **Recreational Trips**

1. The SGA will fund no more than 50% or up to \$500, whichever is greater, of one trip for a student organization, and will not fund more than one trip.
2. For any trip outside of the continuous 48 states, SGA will fund air travel at \$0.10 per mile traveled up to 4250 miles round trip per person (distance to Los Angeles in California, \$425 per person).

### **Promotional Funds**

1. Clubs may request to have an allocation for unspecified promotional funds of 5% of their non-promotional funds or \$150, whichever is greater.
2. Clubs may request to have allocations for specified promotional funds of up to 2.5% of their non-promotional funds or \$100, whichever is greater.
3. Funding for all items that become the property of the individual shall be considered part of promotional funds.
4. Clubs on probation may request unspecified promotional funds.

### **Annual Budget**

1. A maximum of some% of the estimated incoming funds for the SGA, as determined by the Treasury, will be allocated to clubs during spring budgeting.

### **Reallocations**

1. If the reallocation follows the general idea of what the senate approved and is:
  - a. Under \$500, then the Treasurer or an authorized agent can approve it
  - b. Under 50% of the remaining budget of the affiliate, then the Finance Committee can approve it
  - c. Otherwise, it has to go to the full Senate for approval