

GREEN BAY

Segregated University Fee Allocation Committee

Travel Request Guidelines

In order to protect the rights of the students attending the University of Wisconsin – Green Bay and to ensure a fair and view-point neural process, the SUFAC has developed the following guidelines in which travel funds are to be allocated towards Student Organizations. All guideline exceptions will be made on a case-by-case basis and, in accordance to the SUFAC By-laws (**Article V, Section 5.12**), requires at least a (2/3) two thirds affirmative vote.

Guidelines With Regards to SUFAC Funds

(During annual budget allocations and regular requests)

1. To equitably distribute limited funds to all student organizations for committed items; a maximum of \$4,000 is available to each student organization per fiscal year (July 1 to June 30) for travel funds, which maintains a level of educational and informational substance.
2. SUFAC requires that one-third of the total expense is contributed by the organization.
 - a. Student organizations which exceed \$4,000 in Total SUFAC Contribution for all trips will have a mandatory two thirds (67%) organization contribution in order to reduce cost to segregated fees.
3. Segregated fees will not be used for any food consumed on the trip unless it is directly figured into the registration fees.
4. Segregated fees cannot be used to fund registration, travel or lodging for non UWGB students, faculty, & staff.
5. SUFAC members will consider expense as well as convenience when deciding what level of funding will be allocated for lodging.
6. SUFAC will take the following steps to evaluate a travel request
 - a. Organizations are limited to four trips per fiscal year
 - b. Travel expenses will be funded at a maximum of \$50 per person per day
 - c. Organizations are limited to a maximum travel allocation of \$4,000 per fiscal year.
 - d. Registration will be a separate line expense of up to \$3,000 per student organization. If registration costs over \$3,000, the additional amount will be used in the total trip costs calculation as normal. All regular guidelines will be followed. The first \$3,000 of registration costs will not be included in the \$4,000 maximum travel allocation.
7. All SUFAC provided funds must be distributed equally among all attending students.
 - a. All failed cancellations are expected to be paid in full by the student organization.
 - b. If a trip cost exceeds the SUFAC allocation the organization is expected to pay in full the extra cost
8. Any organization receiving money must disseminate that information to the student body within a month following the trip. If a trip is taken in the summer, the information must be disseminated at the first meeting of the new semester.
 - a. This presentation may take place at the regular meeting of the organization.
9. SUFAC will not fund transportation to destinations within reach of the Green Bay Metro Transit System. Allowances for vehicle rental may be made if the number of students traveling, or timing of events prohibits reasonable use of the Metro System.
10. Organizations are not permitted to request a trip on contingency that was denied during the annual allocation process.
11. Travel requests must be open to all students as well as being advertised throughout the campus.
 - a. Two mediums of advertising are required.
12. Requests under \$200.00 can be approved by the chair and vice chair and may be brought to the board at their discretion.

** If the procedure is not followed, no SUFAC funds may be used.*
** All exceptions must be approved by SUFAC with a 2/3 majority.*
** This policy will be reviewed by SUFAC annually.*
** Reviewed April 2019*

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13. All student organizations must present to SUFAC at least 5 weeks prior to travel. Travel authorization forms are required to be completed before any arrangements can be made or any payments disbursed. These forms must be signed by all students traveling and returned to OFO for final authorization by the OFO supervisor.
 - a. If request is approved contact OFO to plan trip immediately.
 - b. Trip cancellations must be processed through OFO 24 hours in advance.
14. SUFAC reserves the right to review current agency account and promote its use in reducing the contingency request. (Financial Administration: Segregated University Fees (F50) Section II.B.3)
15. All physical or digital material that will be presented to the board during SUFAC meetings must be submitted to SUFAC at least one week before the presentation will take place.
16. A representative must be present at the SUFAC meeting to answer questions. A SUFAC board member cannot be the sole representative being questioned by SUFAC.
17. Requests must be presented at least 5 weeks prior to a scheduled event. Exceptions will be considered on a case-by-case basis.
18. **Any money owed to SUFAC must be repaid within two weeks of a final bill being emailed to the org's soaccount by OFO. After two weeks, a hold may be placed on all the fund officer(s) or other students' university records.**

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