The University of Texas at El Paso
STUDENT GOVERNMENT ASSOCIATION

<u>APPROPRIATION GUIDELINES</u>

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- All Bills are to be submitted to the SGA office (.doc) or emailed to jllopez14@miners.utep.edu or mortega@utep.edu.

- All Bills are only to be submitted to the Administrative Services Coordinator and/or Senate Secretary.

- Student Government Association - www.utep.edu/sga

SECTION A

I. Definitions

A. Appropriation Bill- Any bill presented to the Student Government Association (SGA) Senate requesting funds.
B. Appropriation Guidelines- Guidelines which appropriation bills must follow.
C. Appropriations Committee- A committee to help students and/or organizations with bills, review proposed legislation, and to correct grammar and spelling. The Appropriations Committee also ensures that bills adhere to the appropriation guidelines. After review, the committee proposes appropriate legislation to the Senate.
D. After Actions Report- A summary report of the trip or event consisting of how the event benefited the students and/or organization and how the experience will enrich other students on campus. (To be turned in along with receipts to the SGA office)
E. First Reading- The first formal reading of an appropriation bill occurring during the Appropriations Committee meeting . (All issues pertaining to the Appropriation bills must be resolved prior to the second reading.)
F. Second Reading- The second formal reading of the appropriation bill occurring during the SGA Senate session after first formal reading (Finalization of the bill. All issues must be resolved in order to be approved by the Senate. Bill is considered passed if approved at second reading).
G. Working Day: A working day will be defined as Monday through Friday, with the day ending at 5pm (MST). If a holiday falls during the 20 day calculation, it shall be included as one of the 20 working days.

II. SGA Appropriation Funding

This information is meant to give every student/organization fair and equal access to the Student Government Association (SGA) appropriation funds in order to financially endorse both travel and non-travel events. This document outlines the funding provided by the SGA Senate.

A. It is imperative that students provide their student ID number, cumulative grade point average and their current enrollment status on the travel request form. The SGA Administrative Services Coordinator then verifies this information.
B. Priority funding will be followed based on the mission statement of the University of Texas at El Paso and the goals and vision of the Student Government Association. The SGA Senate proclaims its mission to support educational excellence by endorsing the opportunity to achieve such a purpose. The SGA Senate will appropriate for the following:
- Academic programs and events
- Conferences and workshops
- Philanthropy events
- Educational speakers and symposiums
- Banquets
- Social events

C.   Funding will not be appropriated to any event that will receive any profit that remains within the organization.

D.   Funding will not be appropriated for general education items such as books and school supplies, or to any cause pertaining to the student's advancement of primarily personal educational goals.

E.   Funding will not be appropriated for travel/non-travel events such as internships or Co-ops, or any event where students/organizations earn any type of academic class credit/grade, work experience, or monetary stipend.

F.   Funding will not be appropriated for any professional certification, and/or any admissions test for graduate/professional schools.

G.   The Student Government Association Senate will not reimburse funds already spent unless they have been approved by the Vice President for Student Affairs and the Senate.

H.   The Student Government Association Senate will not reimburse funds for an event or trip that has already occurred.

I.   In all cases, the use of Senate funds must be of some benefit to the student body and/or the University and cannot be used for any personal or non-University related purposes.

J.   It is at the Appropriations Committee's discretion to determine whether a bill will be denied after the first reading or continue onto the second reading.

III. *Eligibility*

A. All students obtaining Senate appropriations
1. Must have a minimum 2.25 cumulative grade point average.
2. Must be in good standing with the university.

B.   Individual
1. Undergraduate
   a. Undergraduates must be enrolled in at least nine (9) credit hours during long semesters.
   b. Undergraduates-during one of the two summer semesters must be enrolled for at least three (3) credit hours.
2. Graduate
   a. Students must be enrolled for at least six (6) credit hours during long semesters.
   b. Students in one of the two summer semesters must be enrolled for at least three (3) credit hours.

C. All graduate students, who have completed their course work requirements toward their graduate program and have their thesis/project work remaining, and obtaining Senate appropriations, must be enrolled in at least three (3) credit hours; out of which three (3) credit hours should be towards the thesis/project, for the fall, spring, and the summer semesters. It is mandatory that the student provide a letter to this effect from their thesis/project and graduate advisors.

Organizations
1. Any organization requesting SGA funds must be a registered organization with the Student Engagement and Leadership Center.

2. Five (5) or more students in the same college, who are asking for travel funds to the same event, will fall under the guidelines of an organization applying for funds. If these five (5) or more students submit separate bills at different times, it is up to the discretion of the Appropriations Committee to repossess and redistribute funds or to deny funding to later applicants.
3. All students within the registered organization requesting SGA funds during the summer semester must be enrolled for the upcoming fall semester in order to receive SGA funds.

IV. *Travel Guidelines*

A. All travel appropriations will be used for transportation, lodging, registration, and approved miscellaneous expenses.
B. Organization
1. All travel appropriations will not exceed $1,500.00 or one-third (1/3) of the total expenditure, whichever is the lesser. (If an organization is requesting funding for four (4) or less representatives, a maximum of $350.00 per student representative or one-third (1/3) of the total expenditure, whichever is lesser, will be appropriated).
2. Organizations can only ask for funding a maximum of five (5) times per academic year: two (2) bills in the Fall, two (2) in the Spring, and one (1) in the Summer.
C. Individual
1. All travel appropriations will not exceed $350.00 or one-third of the total expenditure, whichever is lesser, per individual student.
2. There will be no limitations on the number of submissions for individual requests. However, this is not to imply that all bill submissions will be approved by the Appropriations Committee or the SGA Senate.
D. Funding will not be appropriated for food of any sort.
E. Lodging cost should be estimated through the least expensive yet practical means.
F. Transportation cost will be figured using the least expensive means.
1. If travel miles exceed outside the El Paso City limits, the actual cost of methods of transportation will be used.
2. Itemized estimates of at least two (2) methods of transportation must be provided. If the round trip is less than 1,200 miles, an itemization by ground transportation (e.g. automobile, bus, etc.) must be provided.
3. Gasoline cost will be determined using the average price per gallon in the El Paso City limits and the final travel destination.
G. If the bill is passed, a Student Travel Request Form must be picked up, turned in, and approved by the SGA Administrative Services Coordinator prior to traveling.
H. Any organization or individual must complete an After Actions Report upon return from the SGA funded travel. Original receipts of travel must be included with the After Actions Report. Failure to do so will result in forfeiture to request future funds for that academic period and the following consequences:
1. If a request is made on behalf of an organization, it will be recommended to the Student Engagement and Leadership Center that the student organization not be recognized as a registered student organization at UTEP until all the SGA requirements have been fulfilled.

2. In the case of an individual request, the student's account may be placed on financial hold. Therefore, the student may be unable to register or request transcripts until all matters with the SGA have been resolved.

I. The appropriated amount will be deducted from authorized funds for those not eligible to travel. The amount deducted will be determined by the amount of funding and the number of students going.

J. An individual/organization must provide documentation to verify that the specified event for which funds are being requested will occur on the date specified in the bill. Verification of the event is required when the bill is submitted as well as when the After Actions Report is turned in. Such documentation may include business cards, registration fee statements, itinerary of the event, program, and receipts.

K. If the student/organization fails to provide appropriate verification, the bill will be considered incomplete and will therefore not be accepted until all paperwork has been submitted.

V. *Non-Travel Guidelines*

A. A Non-Travel event is defined as any event that is held within the El Paso City limit, or preferably on The University of Texas at El Paso campus.

B. The appropriation limit an organization or student can request from the SGA Senate cannot exceed $2,500.00.

C. Students seeking to use UTEP trademarked items must comply with the UT System Registered and Protected Trademark Licensing Program. Students must submit a request to the Office of Trademark Licensing. All UTEP branded promotional items and apparel products must comply with the University's Graphic Identity Guide Manual and is purchased through vendors officially licensed and authorized to use UTEP logos and trademarks. For a list of officially licensed vendors please visit http://www.utexas.edu/trademarks/forms_lists.html or the SGA Office, Union East room 304.

D. Students reserve the right to use the Texas Sales and Use Tax Exemption Certification and the Texas Hotel Occupancy Tax Exemption Certificate. The form may be obtained through the UTEP purchasing department, located in Kelly Hall, or online at www.admin.utep.edu/purchasing. The Texas Hotel Tax Exempt form may be found at the UTEP Human Resources website http://admin.utep.edu/Default.aspx?alias=admin.utep.edu/hr. A copy of the forms may also be picked up at the SGA Office.

E. An individual/organization must provide documentation to verify that the specified event for which funds are being requested will occur on the date specified in the bill. Verification of the event is required when the bill is submitted as well as when the After Actions Report is turned in. Such documentation may include business cards, registration fee statements, itinerary of the event, program, and receipts. The bill will not be accepted if appropriate verification is not submitted.

F. Certain items must be purchased through requisition with the Purchasing Office. Promptness is highly recommended. Please keep in mind the process to follow may vary according to the cost of the items. They are as follows:

AMOUNT	PROCEDURE
$.01 – 249.99	With permission, the organization can purchase the item(s) and be reimbursed after the receipts are turned in. Before this is done, the process must be cleared through the SGA Administrative Services Coordinator.
$250.00-2,500.00	The organization may have the funds deposited into the student's/organization's UTEP account. The items may be purchased using the PBO command in point plus made out by the SGA Administrative Services Coordinator.

G. All items purchased off campus will be delivered to the SGA office or department in which the items will be stored.

H. Any organization or individual must complete an After Actions Report upon completion of the SGA funded event. Original receipts of expenditures must be included with the After Actions Report. Failure to do so will result in forfeiture to request future funds for that academic period.
   1. If a request is made on behalf of an organization, it will be recommended to the Student Engagement and Leadership Center that the student organization not be recognized as a registered student organization at UTEP until all the SGA requirements have been fulfilled.
   2. In the case of an individual request, the student's account may be placed on financial hold. Therefore, the student may be unable to register or request transcripts until all matters with the SGA have been resolved.

SECTION B

- The Appropriations Committee meeting time and place will be determined by the Appropriations Committee. If circumstances render a student unable to attend the scheduled weekly meeting, they are responsible for contacting the Appropriations Committee and making the necessary arrangements.

- The Appropriations Committee will determine if the appropriation bill will reach the Senate floor for its second reading.

- The Appropriations Committee will determine the amount of funding that will be proposed before the Senate for a respective bill.

- If a student/organization is unable to attend the scheduled first reading of the bill, they must notify the SGA Administrative Services Coordinator before the Appropriations Committee meeting takes place. Failure to notify the SGA Administrative Services Coordinator and to be present during the scheduled first reading of the bill will result in a one-third (1/3) deduction of appropriated amounts.
- If the student/organization representative is not present during the SGA Senate meeting, the proposed amount to be appropriated will receive a one-third (1/3) deduction and applicants will be rescheduled and asked to attend the next Senate meeting. If time does not permit (due to the travel/event date) for the bill to be rescheduled for the next Senate meeting, the

will die on the Senate floor. However, in order to avoid penalties, the student may contact the Administrative Services Coordinator before the scheduled second reading to request to have a Senator sponsor a bill during the Senate meeting, or if time permits, to have the second reading rescheduled for the following Senate meeting.

- Appropriations Committee reserves the right to add any stipulations and requirements as they dim necessary for the approval of the bill.

All bills whether travel or non-travel, applying for appropriated funds from the SGA Senate must be submitted no later than **20 working/school days prior to the travel/event date. Holidays are included in the 20 working day period. If the 20th day lands on a holiday, an electronic copy must be submitted to the senate secretary no later than 5pm (MST).** If a student/organization is invited/notified of an event after the 20 working days deadline to submit a bill, the Appropriations Committee may consider the bill for funding only if the student/organization can present appropriate evidence showing the day of their invitation. A representative must be present during the first and second readings. The SGA Administrative Services Coordinator will provide you with those dates. Acknowledge that advanced funds are not guaranteed, especially if the appropriate paperwork is not submitted at least seven (7) working days in advance from the date the funds are needed.

I.   Steps to Receiving Funding:

STEP 1:   **REVIEW THE APPROPRIATION GUIDELINES THOROUGHLY**.

STEP 2:   **INQUIRE WHEN THE DEADLINE IS TO SUBMIT A BILL
INTO THE *SGA* OFFICE IN ORDER TO BE CONSIDERED FOR THE
NEXT AVAILABLE APPROPRIATIONS COMMITTEE MEETING**

STEP 3:   **WRITE/SUBMIT APPROPRIATION BILL ALONG WITH
STATEMENT OF APPROPRIATION GUIDELINES AND
AGREEMENT FORM**

STEP 4:   **ATTEND APPROPRIATIONS COMMITTEE
MEETING DURING SCHEDULED TIME—*BE READY TO
ANSWER QUESTIONS PERTAINING TO THE BILL ALONG WITH A
PROGRAM ITINERARY – THIS WILL BE CONSIDERED READING
NUMBER 1.***
(Applicants for funding will be provided with meeting times when bill is submitted)
If a student/organization is unable to attend the scheduled first reading of the bill, they must notify the SGA Administrative Services Coordinator before the Appropriations Committee meeting takes place. Failure to notify the SGA Administrative Services Coordinator and to be present during the scheduled first reading of the bill will result in a one-third (1/3) deduction of appropriated amounts. If time permits, applicants will be rescheduled to attend the next Appropriations Committee meeting.

STEP 5: **ATTEND THE SGA SENATE SESSION TO READ BILL—*THIS WOULD BE CONSIDERED THE SECOND READING (THE WEEK AFTER THE FIRST READING) (Bill* should pass after second reading)** Student/organization representative cannot be absent from the SGA Senate session in which the bill is to be read; otherwise, the appropriation bill will die on the Senate floor or receive a one-third (1/3) deduction according to time constraints and the discretion of the Appropriations Committee.

The following section describes the bill process for travel events only:

STEP 6A: **WHEN AN INDIVIDUAL'S/ORGANIZATION'S BILL PASSES: FILL OUT TRAVEL REQUEST FORM COMPLETELY IMMEDIATELY AFTER BILL PASSES.**
If the student travel request form is not submitted seven (7) working days prior to the travel date, funds will be denied.
—*this includes proposed budget form*
(Administrative Services Coordinator issues this form)
(It is highly recommended to completely fill out this paperwork immediately after bill passes)

STEP 6B: **TURN IN AFTER ACTIONS REPORT, RECEIPTS AND UNSPENT MONIES NO LATER THAN TEN (10) WORKING DAYS AFTER EVENT TO THE ADMINISTRATIVE SERVICES COORDINATOR**
(Administrative Services Coordinator issues this form)

The following section describes the bill process for non-travel events only:

STEP 7A:
FILL OUT NECESSARY FORMS IMMEDIATELY AFTER AN INDIVIDUAL'S/ORGANIZATION'S BILL PASSES —*THIS INCLUDES PROPOSED BUDGET FORM*
(Administrative Services Coordinator issues this form)

STEP7B: **TURN IN AFTER ACTIONS REPORT, RECEIPTS AND UNSPENT MONIES NO LATER THAN TEN (10) WORKING DAYS AFTER EVENT TO THE ADMINISTRATIVE SERVICES COORDINATOR**
(Administrative Services Coordinator issues this form)

Please note: After the bill passes it will take 7 working days for funds to be processed before an organization receives the appropriated funds.

II. Writing a Bill

Information to be put into the bill:
- The specific purpose for the appropriation
- The dates that the funds are needed
- The deadline dates for the use of funds
- The benefits to the students and UTEP
- Organization name/objective
- Purpose of the organization and past goals achieved
- An attached itemization/proposed budget for the amount requested

For travel bills only:
- Travel destination
- The inclusive dates of travel
- The number of students traveling
- Two different itemized methods of travel
- Name and expenses of lodging and transportation for each method
  (Name of hotel/motel and airline/car rental)

Please note: Failure to provide any of the preceding information may result in a delay in the approval of funds. Bills may not be passed without adequate information.

III. Proposed Budget

For Travel: Itemized estimates of at least two (2) methods of transportation must be provided. If the round trip is less than 1,200 miles, an itemization by ground transportation (e.g. automobile, bus, etc.) must be provided.

I.   For travel
        A. Transportation Costs

    1. Place of destination _____
            - Automobile Transportation _____
              Distance X $ (per University regulations)_____

      (For information on distance call AAA @ 778-9521)

        - Airline Transportation

        (1)Name of Airline _____
        (2)Phone number of airline company _____
        (3)Airline Cost per person _____
        (4) Number of people flying _____
        (5) Total flying cost _____

        B. Lodging

        (1) Name of Hotel you are staying at _____
        (2) Cost per room per day _____

(3) State hotel tax rate _____

(4) Number of nights in hotel _____

(5) Total lodging cost _____

II.   Non-Travel

    1. Location of event _____

Breakdown of event costs:

    (1)Actual cost per student _____

    (2)Cost of banquet or other meal _____

    (3)Cost of other materials _____

V. Appropriations Committee

Each student/organization should be prepared to provide the following information at the time of their Appropriations Committee interview:

- Documentation of the event, including an itinerary
- Funds acquired
- Estimate of anticipated funds

Please note: Any current active member can represent the student/organization bill at the Appropriations Committee meeting; however, they should be prepared to answer in-depth questions in regards to all pertinent information. Otherwise, there may be a delay in the approval of funds.

VI. After Actions Report

Example

NAME OF ORGANIZATION:_____   DATE:_____

BILL #_____

DATE, TIME, AND LOCATION OF CONFERENCE: <u>Mathematical and Theoretical Biology Institute (MTBI): Summer Research Program at Cornell University; Ithaca, NY. June 20, 2015 – Aug. 12, 2015.</u>

After actions report should include:

- What went on at the conference or event
- How this conference or event has benefited your organization and how it will benefit UTEP, explain in detail
- Attach copies and/or original receipts of expenditures

Report:

During the first half of the program, Tanya Sanchez attended classes on selected mathematical topics, which include Differential Equations, Probability, Mathematical Modeling using Deterministic and Stochastic models. In addition, she attended talks given by Applied Mathematics professors from Cornell University, by mathematicians that work at the industry, and by the director of the mathematicians that work at the industry, and by the director of the mathematics department at NSA.

Then, the last half of the program, Tanya worked in a team with four other students to work in a research project dealing with prostate cancer. A copy of the final report is attached to this report.

UTEP will benefit from Tanya's research experience because she will encourage other UTEP students to apply and attend research programs, as well as motivate them to go to graduate school, and thus, represent UTEP wherever they go.

A copy of a letter of recommendation that Tanya received is attached to this report. This letter describes a little more what MTBI is about.

Attached to this should be receipts that cover the amount appropriated by the SGA Senate.