

SENATE BILL #1798

Title: ASUW Finance Policy Revisions
Date: March 20, 1995
Authors: Budget and Planning Committee
Sponsors: Senators Catchpole, Cotton, Friedl, Krone, Krug,
and Mathes

1 Be it enacted by the Student Senate of the Associated
2 Students of the University of Wyoming that the changes made
3 to the ASUW Finance Policy by the Budget and Planning
4 Committee be accepted and implemented by the ASUW Senate
5 pending approval by the UW Vice President for Finance and
6 Administration. (See addendum)

Referred to: Committee of the Whole
Date of Passage: April 4, 1995 Signed: Beth A. Cavinessell
ASUW Chairperson
"Being enacted on April 5, 1995, I do hereby sign my name
hereto and approve this Senate action." Matthew J. Ward
ASUW President

ASUW FINANCE POLICY

Revised Spring 1995

Adopted by the ASUW Government for providing a consistent, enduring guide to utilizing the funds under the custody and supervision of the Associated Students of the University of Wyoming

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Section I. Introduction

- A. It is the purpose of the ASUW Finance Policy to provide clear, concise policies for the ASUW Student Governance in financial management and budget planning. This policy and other such guides set forth by the ASUW shall be the foundation from which monetary decisions are based in answering the needs of the ASUW membership. While many of the considerations made by the ASUW rest in individuals' judgements, such actions should bear the support of a fair and consistent understanding of the ASUW Finance Policy.
- B. The administration of this policy shall be supervised by the ASUW Budget and Planning Committee on behalf of the ASUW Government and its membership. Duly constituted by the ASUW Constitution and By Laws, the Committee shall provide for the enforcement of this policy through its in-depth consideration and supervision of the receipt and disbursement of ASUW funds. The studies conducted by the Committee shall be in the name of the ASUW Student Senate. These studies shall provide the student governance sufficient recommendation and information to enable the ASUW Senate to protect ASUW funds from abuse and to enable the ASUW Senate to most efficiently utilize available funds.
- C. The ASUW governance shall allocate funds for student programs and activities that will benefit the student populace. Those funds allocated to ASUW services and programs shall be administered according to this policy and other such guides. These funds shall be monitored by the ASUW Budget and Planning Committee.
- D. Seeking the optimum use of ASUW funds, the following criteria shall be considered by both the ASUW Budget and Planning Committee or by the Finance Appropriations Committee when determining the appropriateness and priority of allocations:
 - 1. Whether or not this is a type of organization or activity which can be supported by ASUW Student Government funds under current financial policies.
 - 2. The number of students being served by the group's program.
 - 3. The general value and scope of services provided.
- E. Funds shall be allocated to ASUW sponsored programs under approved University budgetary procedures and in accordance with priority given to 1.) the ASUW Governance and subsidiary units; and 2.) University Recognized Student Organizations.
- F. The initiation of finance policy shall be made by the ASUW Budget and Planning Committee with consent of the ASUW Senate. Further changes or additions to the ASUW Finance Policy shall require a two thirds majority vote of the ASUW Senate and the approval of the UW Vice President for Finance and Administration.
- G. The ASUW Finance Policy is governed by University Regulations and directives. Student Activity fees are public funds which must be administered in a manner consistent with the educational purpose of the University of Wyoming. To that end, certain organizations and activities are declared ineligible for funding. This includes religious organizations and activities.

Section II. Budget Procedure

It is the responsibility of the ASUW Budget and Planning Committee to prepare and submit an annual budget request to the current ASUW Senate. To aid the Committee in this duty, the following provisions shall be followed:

- A. In a timely manner, the chair of the ASUW Budget and Planning Committee shall make necessary budget forms available to all appropriate entities of the ASUW.
- B. ASUW entities shall have until the indicated deadline to submit the budget forms with all supportive documents to the ASUW Business Office.
- C. The Budget and Planning Chairperson shall establish a budget hearing agenda for all budget requests. These hearings shall be open to the public. Representatives shall be notified of their hearing times. Discussion shall be conducted with opportunity for the representative to present justification to the Budget and Planning Committee for approval of the entity's budget request.
- D. The Budget and Planning Committee shall deliberate all requests, and any changes the Budget and Planning Committee made in the budget request after the initial hearing shall be communicated to the representative before presentation to the full ASUW Senate for approval.
- E. Upon concluding the budget hearings, the ASUW Budget and Planning Committee shall prepare the final budget request of the ASUW. The ASUW Budget shall then be presented to the ASUW Senate with supplemental justification by the ASUW Budget and Planning Committee.
- F. When the annual fiscal budget of the ASUW has been approved by a majority vote of the ASUW Senate, the Senate shall submit the ASUW Budget to the Trustees of the University of Wyoming through the appropriate University budgeting procedures.
- G. Upon Trustee approval the ASUW Budget shall be returned to the ASUW Business Office for annual implementation and management.
- H. Budget transfers between lines of a single account shall be under the authority of the ASUW Budget and Planning Committee. All budget transfer requests shall be submitted to the Budget and Planning Committee prior to the proposed expenditure of funds on the form provided by the ASUW Business Office. All approved budget transfers shall be communicated to the ASUW Senate in a timely manner by the Budget and Planning Committee Chairperson.
- I. Budget revisions which do not affect the total spending authority of the ASUW Budget shall be under the authority of the Budget and Planning Committee pending final approval by the ASUW Senate.
- J. Revisions made to the approved ASUW Budget which change previously Trustee approved income and/or total spending authority must be approved by the Budget and Planning Committee, ASUW Senate, and the Trustees of the University of Wyoming. These revisions must be made in accordance with the ASUW Finance Policy and University Regulations and procedures.
- K. All interim year requests by Recognized Student Organizations for additional funding up to \$500 may be made through the ASUW Finance Appropriations Committee.
- L. At the end of the fiscal year all residual monies from the ASUW Budget shall revert to the ASUW Reserve.

Section III. General Guidelines for Allocations to Student Organizations

- A. Potential benefits available to a majority of the ASUW membership will be a factor when considering requests for financing activities or events by student organizations.
- B. Student organizations shall not receive funding from ASUW for operating expenses including membership fees or dues.

- C. Student organizations shall not receive funding from ASUW for travel expenses except when used for contractual expenses of a performer or speaker.
- D. Student organizations shall only receive funding when the program or activity is open to the entire student population.
- E. The ASUW Budget and Planning Committee shall not allocate funds solely for the purpose of a student organization fundraiser. A student organization may receive an ASUW allocation to be used for a program or activity that has the potential of creating revenue. Further, all net profit derived from an activity shall be applied to the initial allocation made by the ASUW. Any monies in excess of the initial allocation shall remain with the student organization.
- F. Promotional Requirements for ASUW Funded Activities
 - 1. All ASUW supported or sponsored programs must contain the ASUW Logo on all promotional material. Any advertising or promotions must be approved by an ASUW Program Specialist before release in order to ensure quality promotional material and the proper use of the ASUW Logo.
 - 2. Public notice of not less than 5 days must be given prior to the program or activity. This may take the form of flyers, posters, student newspaper, or other public media.
 - 3. The ASUW Senate must be specifically informed of the time and place of the program or activity.
- G. The ASUW Program Specialist shall serve as a programming advisor for the program or activity and must be consulted when ASUW funds are used for programs or activities.
- H. The ASUW Activities Budget shall be monitored by the Assistant Director of the Wyoming Union for Programs and Services.
- I. The primary purpose of the ASUW Student Activities Council and the Commissions that compose it is not to generate a profit. However, it can be foreseen that revenues may exceed expenditures due to the popularity of a particular program. When this occurs, procedures outlined in Sections I and II of this document must be followed.

Section IV. ASUW Finance Appropriations Committee

A. Guidelines

- 1. Student organizations may seek funding for up to \$500 by making application requests for activities and programs or registration monies to the Finance Appropriations Committee.
- 2. Only University Recognized Student Organizations may seek funds from the ASUW Finance Appropriations Committee.
- 3. Those student organizations receiving appropriations of ASUW funds shall use such funds in accordance with their itemized requests and any additional stipulations placed on the allocations by the Finance Appropriations Committee and/or the ASUW Senate. Any changes made to an approved request for funding must be considered and approved by the Finance Appropriations Committee and by the ASUW Senate.
- 4. Previous allocations for the same or similar activities or programs will not be binding on the

consideration of a current request; however, information gained from past programming shall be utilized in judging the validity of the request.

5. The availability of outside funding shall be closely considered and questioned before requests are granted by the Finance Appropriations Committee. ASUW funds will not be allocated when other such funding sources remain unexplored.

6. If the request includes a speaker or performer, a Campus Activities Center Entertainment Agreement must be completed, sent to the speaker or performer, returned to the ASUW Business Office, and then forwarded to the UW Vice President for Finance and Administration. A Finance Appropriations Committee request must be approved before contract initiation if the event relies on funding from the committee. This process shall be completed before the event takes place. Organizations should be aware that this process may require six weeks to complete.

B. General Application Procedure

1. Forms for financial appropriations shall be made available through the ASUW Business Office.

2. Upon completion of the Activities and Programs Application, the student organization shall submit the form to the ASUW Business Office prior to the event, allowing one month if possible. The ASUW Business Office shall forward the application to the Chairperson of the Finance Appropriations Committee.

3. A representative of the sponsoring student organization shall be contacted and required to attend the Finance Appropriations Committee meeting for further discussion and eventual decision by the committee.

4. The recommendation of the Finance Appropriations Committee shall be presented to the ASUW Senate in the form of a motion for final approval or disapproval.

5. If approved by the ASUW Senate, the request shall be returned to the ASUW Business Office for implementation. The representative from the organization shall meet with the ASUW Program Specialist immediately following approval in order to be instructed on the appropriate procedures necessary for expending ASUW funds.

6. All receipts must be submitted to the ASUW Business Office within 30 days following the event or the allocation will be void and funds will remain in the Finance Appropriations Account. The organization shall not receive allocations directly, but the expenditures/receipts shall be remitted by the ASUW Business Office on behalf of the ASUW and the student organization.

7. The Finance Appropriations Committee shall not allocate funds solely for the purpose of a fundraiser. A student organization may receive an ASUW allocation to be used in a program or activity that has the potential of creating revenue. Further, all net profit derived from an activity shall be applied to the initial allocation made by ASUW. Any monies in excess of the initial allocation shall remain with the student organization.

8. All ASUW supported or sponsored programs must contain the ASUW Logo on all promotional material. Any advertising or promotions must be approved by an ASUW Program Specialist before release in order to ensure quality promotional material and the proper use of the ASUW Logo.

C. Allocations for Registration Fees

1. University Recognized Student Organizations wishing to receive funds for registration fees may apply to the Finance Appropriations Committee.

2. Only students who are members of ASUW are eligible to receive registration fee monies.
3. The Finance Appropriations Committee shall provide registration monies to no more than two (2) people for the same conference in the same fiscal year.
4. ASUW funds allocated through the Finance Appropriations Committee cannot be used for travel, room, board, or any other travel expenses associated with a conference.

Section V. Appropriations Bills

- A. A University Recognized Student Organization or ASUW Entity seeking more than \$500 must receive ASUW government sponsorship through the ASUW legislative process.
- B. All Appropriations Bills are referred to the ASUW Budget and Planning Committee and to other ASUW Senate Committees as deemed necessary by the ASUW Steering Committee.
- C. Within 15 days after referral to the Budget and Planning Committee, the committee shall meet and make a recommendation regarding the request. A representative of the sponsoring organization shall be required to attend this meeting. The Budget and Planning Committee shall refer the Appropriations Bill back to the ASUW Senate with either a "Do Pass" or "Do Not Pass" recommendation and rationale.
- D. Upon ASUW governmental approval of a Reserve allocation and the approval of the Trustees of the University of Wyoming, the Appropriations Bill shall be submitted to the ASUW Business Office for implementation. The representative from the organization shall meet with the ASUW Business Manager or designee immediately following such enactment, so as to be instructed on the appropriate procedures necessary for expending ASUW funds.
- E. Within 30 days of the completion of the event/project a written report must be submitted to the ASUW Senate, detailing the manner in which the funds were used. The report shall include:
 1. A financial statement including other funding sources utilized.
 2. The number of sponsors and participants involved.
 3. A summary of the activity (date, location, happenings, etc.)
 4. An analysis of success/failure.
 5. A description of any problems encountered.
 6. An analysis of the benefit of the program to ASUW.
 7. Any suggested improvements for similar future activities.

Section VI. Travel

- A. Student travel in support of official ASUW business may be funded by ASUW if approved by the ASUW Senate and the Trustees of the University. Travel shall be in accordance with University travel regulations and shall meet the following provisions:
 1. Students appointed or elected to offices in the ASUW may be authorized to travel for purposes that are

intrinsic to the ASUW responsibilities of providing programs and activities for the general benefit of the student body.

2. Students, who are participants in an ASUW sponsored program that has been specifically budgeted and approved through the ASUW Senate, may be approved to travel with the support of the ASUW funds.

3. Recognized Student Organizations may receive funds from ASUW for registration fees but not for travel expenses.

4. As a matter of policy, or whenever it becomes apparent that budgeted funds are insufficient to support official ASUW travel, the ASUW may limit the amount of reimbursement for travel expenses. Such limitations will apply to any ASUW travel purposes.

B. ASUW Travel Provisions. Payments/reimbursements shall be made in accordance with established University regulations and procedures. Travel may be authorized by the following carriers:

1. Common commercial carrier

2. University of Wyoming vehicle:

University vehicles shall be reserved for the use of ASUW, and ASUW related programs through the ASUW Business Manager or the Assistant Director of the Wyoming Union for Programs and Services. ASUW shall not be responsible for any actions, or reservations of vehicles, by any person, or group of persons when this step is not followed.

3. Private personal vehicle under the following provisions:

a. Proof of adequate insurance coverage, including medical liability.

b. A release waiver signed by all authorized passengers, releasing the University of Wyoming and ASUW from liability in the personal recognition and assumption of risk involved in the act of being transported by a private vehicle. (See Appendix I)

4. Travel made in support of ASUW business shall be conducted in accordance with University procedures. The driver and/or passengers of a vehicle while traveling under the authority of the University shall adhere to reasonable, prudent standards of conduct. Individuals may be personally liable for their passengers' actions in regard to their traveling in the name of ASUW or University business.

C. The Director, Office of Student Life, shall be the University officer responsible to administer University travel procedures and this regulation in behalf of the Associated Students.

D. All people traveling under ASUW sponsorship shall sign the ASUW Travel Waiver Agreement (Appendix I) which shall be filed in the ASUW Business Office.

Section VII. Equipment and Property

A. It may become necessary for ASUW to acquire equipment or property items to assist in fulfilling the purposes set forth by the students and student government of ASUW. Such equipment acquired with ASUW funds is University property under control and maintenance of the ASUW. In order for proper control and management of equipment acquisition, use, replacement, and disposal, the ASUW establishes such policies that will safeguard and provide for appropriate utilization of such equipment and property for

maximum effectiveness.

- B. Acquisition. For purposes of definition, equipment/property shall be items acquired at a purchase price of \$150.00/per unit or more and has a useful life of two years or more. To acquire equipment/property, all ASUW equipment purchases must be approved through University budget procedures (Section II Budgetary Procedure, ASUW Finance Policy) or by the Vice President for Finance and Administration. ASUW equipment shall be acquired through approved University purchasing procedures and upon receipt, inventoried by the ASUW Business Manager through the University Property Office. Once the equipment is properly inventoried, the ASUW Business Manager shall assign the equipment to the appropriate ASUW entity, and the supervisor of that entity shall assume responsibility for the care, use, and maintenance of the equipment.
- C. Maintenance. Regular repair and maintenance may be necessary to insure the safety and proper functioning of ASUW equipment/property. Maintenance may include expenses of regular and unusual inspection costs, repair services and supplies, insurance, and other expenses necessary to provide effective use of the equipment. The ASUW entities shall budget regularly for equipment maintenance and repair, where that entity has equipment under its custody.
- D. Disposal and Replacement. The desire or need to dispose of or replace equipment/property purchased by the ASUW shall require the following procedures:
1. The determination to dispose of, or replace equipment shall require the approval of the ASUW Business Manager.
 2. The disposal price or trade-in value shall reflect the current condition and salvage value of that particular item.
 3. Items approved for disposal shall initially be made available to other ASUW entities. If the item is not requested by another ASUW entity, the item shall be listed with the University Property Office for disposal in accordance with procedures of that office.
 4. Unless specifically budgeted for, monies derived from disposing of ASUW equipment shall be credited to the ASUW Equipment Reserve account. This account, from which the equipment purchase originated, is maintained by the University Accounting Office for ASUW.
 5. The ASUW Budget and Planning Committee shall determine whether to utilize the ASUW Equipment Reserve account, the ASUW Reserve account, or the current fiscal year's budget for the purchase of equipment.
- E. Equipment Reserve. The ASUW will annually budget 1% of the projected student fee to maintain an equipment reserve fund for the express purpose of purchasing or replacing equipment. This reserve fund shall be designated as a support source for the ASUW's budgetary acquisition of equipment only. Use of this fund shall come only after proper budgetary approval by the University Trustees.
- F. Equipment Rental
1. The ASUW may provide specific equipment/property items to university departments and recognized student organizations on a temporary rental basis. This equipment shall be predetermined and identified as to its availability for rental purposes. Rental equipment shall be rented for specific purposes and usage during an agreed period of time, and under conditions of inspection before and after rental use. Such fees shall be determined by the ASUW Business Manager and shall be collected by the ASUW Business Manager and deposited into the appropriate ASUW operating account.

2. Since equipment/property is the responsibility of the respective ASUW entity, these groups may prescribe additional rental requirements with the approval of the ASUW Business Manager. Such requirements may be necessary for additional safety and maintenance factors as only the entity may determine.

3. The ASUW Business Office shall maintain records and inventories of all equipment or property items available for rental. The renter shall complete the ASUW Equipment Rental Contract with the ASUW Business Office or designee before acquiring use of the rental equipment. Equipment or property items will be rented only after the approval of the respective ASUW supervisor. Such rentals shall not conflict with the use of such equipment or property by the ASUW.

G. Equipment Loans. The ASUW may loan equipment/property for use by University recognized student organizations. This equipment/property will be reserved for use of an organization under the following terms:

1. The ASUW does not relinquish ownership of equipment/property purchased from ASUW funds; such equipment is reserved for use by a University recognized student organization for a specified period of time.

2. A student organization that has reserved ASUW equipment/property for its own use shall not sell, rent, loan, or otherwise provide such equipment/property to other organizations or individuals.

3. A student organization that has reserved ASUW equipment shall not utilize such equipment for fundraising purposes. Such intentions shall require an agreement between the ASUW Budget and Planning Committee and the student organization. (See also Equipment Rental VIII,F).

4. A student organization and its officers will be held responsible for the replacement or repair of ASUW equipment/property that is damaged, destroyed, or lost due to negligence or misuse on the part of an organization or its individual members. Normal operational maintenance, as necessary and required, shall be provided by the student organization during the period when the organization has custody.

5. Violation of the ASUW equipment policies and procedures by a student organization, or its individual members shall constitute a suspension of use of the reserved equipment by the student organization for a period of not more than three years.

6. The designated officer(s) of a student organization shall have completed and submitted an ASUW equipment contract to the Business Office for the Associated Students before any reserved equipment is released to the student organization.

Section VIII. Contracts

A. For all contracts, the Business Manager for ASUW or the Assistant Director of the Wyoming Union for Programs and Services shall negotiate the terms.

1. As a recognized department of the University, ASUW is subject to University regulations in providing contractual agreements.

2. The ASUW representatives have no explicit or implicit authority to engage into agreements with a second party, but have authority to seek the initiation of an agreement between the ASUW (University) and the second party through appropriate channels.

3. Any questions concerning legality, procedures, or interpretation of proposed agreements or contracts

- shall be brought forward by the ASUW Business Manager or the Assistant Director of the Wyoming Union for Programs and Services to be finalized by the Vice President, Division of Finance and Administration.
- B. The Business Manager for ASUW or the Assistant Director of the Wyoming Union for Programs and Services shall ascertain that any proposed expenditure for the completion of the contract is in accordance with ASUW and University policies. The ASUW Business Manager or Assistant Director of the Wyoming Union for Programs and Services shall at this time submit the formal contract to the Vice President, Division of Finance and Administration, or his designee, for final execution.
1. Copies of completed contracts shall be distributed to the ASUW Business Manager, or Assistant Director of the Wyoming Union for Programs and Services, and the Vice President, Division of Finance and Administration, or his designee, by the ASUW Business Manager or Assistant Director of the Wyoming Union for Programs and Services.
 2. The Business Manager for ASUW or Assistant Director of the Wyoming Union for Programs and Services shall be responsible for transmitting the completed contract to the second party of the approved agreement.
 3. For programs, the initiation of ticket ordering and publicity must be coordinated between ASUW Activities and the ASUW Ticket Office Manager.
 4. Initial publicity should not be released until after the completed contract has been forwarded as described in item 1 above.

Section IX. ASUW Reserve Fund

- A. ASUW shall maintain a reserve fund, hereinafter referred to as the "ASUW Reserve." This reserve will consist of monies derived from the sources specified under Paragraph 2, University Regulation #239. The accumulation of these funds shall be maintained for the purposes of securing the ongoing development of the activities, programs, and advancement of the ideals of the Associated Students of the University of Wyoming.
- B. Authority for utilization of the ASUW Reserve lies with the ASUW Budget and Planning Committee with consent of the ASUW Student Senate and UW Trustees. Any unbudgeted portion of the designated "ASUW Fee" not expended from each fiscal year's budget shall revert to this Reserve fund.
- C. Such described Reserve funds shall be invested in savings, securities, and other prescribed holdings in accordance with the laws and regulations of the State of Wyoming. All earnings derived from these investments shall remain in the ASUW Reserve. The ASUW Reserve shall be utilized by incorporating its support in the ASUW's operating budget, or by submitting special budget requests to the Trustees of the University of Wyoming.
- D. In order to deplete the ASUW Reserve below \$100,000, a 2/3 vote must be secured from the ASUW Senate.

Section X. Definitions

- A. Appropriation: Funds set aside for a specified approved use or expenditure.
- B. Budget Revisions: The process of reallocating monies from one ASUW account to another.
- C. Budget Transfers: The process of reallocating monies within the same ASUW account.

- D. Equipment/Property: An item acquired at an individual unit price of \$150 or more and has a useful life of two years or more.
- E. Operational Expense: An expense incurred in the fulfillment of the on-going objectives and purposes set forth by an organization and not an expense necessary to the fulfillment of a specific program or event.
- F. Total Spending Authority: The total amount of revenues and expenditures in the ASUW Budget authorized by the Trustees of the University of Wyoming.
- G. Travel Expenses: Travel expenses shall include transportation, meals, and lodging. Registration fees for conferences, seminars, etc. are not considered a travel expense.

Section XI. References

- A. Provided in this section are reference documents to support this policy.
 1. ASUW Constitution and By-Laws
 2. University Regulation 239
 3. University Regulation 249
 4. University Regulation 233-236 (Student Organizations)
 5. UW Information Circular 1993-1

Appendix I: Travel Waiver

- A. ASUW Travel Policy shall be established to set forth policies and procedures for authorization of travel and reimbursement for travel by students, faculty or staff, who travel as representatives of the ASUW. References:
1. University Regulation 177, Official University Travel and Reimbursement.
 2. University Regulation 249, Financial Policies and Procedures of the Associated Students of the University of Wyoming.
 3. ASUW Finance Policy Section VI, Travel.
- B. General Information. The purpose of ASUW support for student travel is to assist students in the fulfillment of their individual and group extra-curricular interests as such are accommodated within an appropriately approved and sponsored ASUW program. It is assumed that college students who participate in these programs are at the age of maturity and level of personal prudence to understand their personal assumption of any risk attending the various aspects of such travel and participation in program activities which result from such travel. Student travel financed and/or sponsored by the ASUW will be in accordance with the applicable requirements of references A.1., A.2., and A.3. above, as well as the following provisions.
- C. Mode of Travel. ASUW supported travel may be accomplished by utilization of common carriers (bus, train, airline), private vehicle, or University owned vehicle.
1. Whenever student travel by University owned vehicle is authorized, the use of and reimbursement for the vehicle will be in accordance with the provisions of reference A.1. above.
 2. Whenever an ASUW student representative decides to travel by privately owned vehicle, the travelers shall be deemed to have assumed all responsibility for the consequences of use of a private vehicle except that reimbursement for vehicle mileage may be made in accordance with the applicable provisions for reimbursement set forth in reference A.1. above.
- D. Travel Reimbursement. Reimbursement for ASUW student travel will include the following considerations:
1. Any type of fine or penalty based on control of a vehicle being used incident to authorized ASUW student travel is the responsibility of the authorized traveler and will not be reimbursed;
 2. Payment for mileage on a University owned vehicle or reimbursement for mileage on a private vehicle shall be paid according to University established rates or direct travel expenses, whichever is less and shall be paid in the amount determined by computation of the nearest practical route to and from the agreed destination;
 3. Costs other than those relating to the mode of travel (meals, lodging, etc.) which are incurred by student participants in an ASUW sponsored program shall not be reimbursed unless such costs are specifically approved as a part of the program and the ASUW fiscal year budget; and
 4. Students appointed or elected to positions in the ASUW government and ASUW/University employees who are not students may be reimbursed for such costs as are approved when the travel is for purposes that are intrinsically related to the ASUW responsibilities for providing programs and activities for the general student body, so long as such reimbursement is in accordance with the provisions of reference A.1 above.

- E. Student Conduct. All students traveling under the auspices of the ASUW are expected to conduct themselves in a manner consistent with University Regulations which set forth standards for student conduct.
1. Traveling as a student participant in an ASUW sponsored program is a voluntary extracurricular activity, and students who participate in these activities individually bear the responsibility for insuring that such participation does not interfere with their academic responsibilities.
 2. All students who travel under the auspices of the ASUW will be advised of their individual responsibilities and this travel policy prior to being authorized to travel.
 3. Driving while under the influence of alcohol or other drugs is against the law and strictly prohibited while on authorized ASUW travel.
- F. Administrative Responsibility. The Director of Student Life or designee shall be responsible, in behalf of the ASUW, for the administration of this policy and the attending procedures.
- G. I, the undersigned, having read and understood the above policies and procedures, am fully aware of the various risks assumed by me personally while traveling on the approved trip, do intend to undertake the ASUW sanctioned trip and will adhere to all the foregoing policies and procedures:

NAME

DATE

SIGNED _____