

SENATE BILL #2668

TITLE: Updating the Travel Funding Table
DATE INTRODUCED: April 9, 2019
AUTHOR: Chief of Staff Harris
SPONSORS: Senators Strock and Trent



1. WHEREAS, the purpose of the Associated Students of the University of Wyoming
2. (ASUW) is to serve our fellow students in the best manner possible; and,
3. WHEREAS, the current finance policy asks the Budget and Planning Committee and RSO
4. Funding Board to reassess the travel funding table every two years; and,
5. WHEREAS, these changes are often based off the General Services Administration (GSA)
6. federal per diems already; and,
7. WHEREAS, ground transportation reimbursements are already based off the GSA per diems;
8. and,
9. WHEREAS, lodging and food can cost vastly different amounts in different parts of the
10. country and the current table does not take this into account, often leaving groups unable to
11. afford their trips; and,
12. WHEREAS, following the GSA per diem would create better financial options for groups
13. wishing to travel and allow the ASUW to keep up with the changing costs of travel more
14. efficiently.
15. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
16. (ASUW) Student Government that the ASUW Finance Policy be amended to reflect the
17. changes in Addendum A.

Referred to: Budget and Planning; RSO Funding Board

Date of Passage: 4/16/19 Signed: *Jason A. Redding*
(ASUW Chairperson)

“Being enacted on 4/19/19, I do hereby sign my name hereto and
approve this Senate action.” *Alexander Mulhall*
ASUW President

Addendum A

Article 6. ASUW Funding for Travel

Section 6.01 ASUW Rules for Funding Travel

1. The ASUW may annually budget for student travel if it is related to ASUW objectives and is approved by the ASUW Senate. Travel shall be in accordance: with University travel regulations and shall meet the following provisions;
2. The purpose of travel must be inherent to the UW and ASUW educational mission and beneficial to the student body.
3. ASUW retains the right to limit the amount of payment or reimbursement for approved travel expenses within available budgetary funds following the payment rules below:

A. Maximum allowed for airfare is \$500. The maximum for airfare will be reviewed and adjusted, if necessary, every two (2) years by the RSO Funding Board.

~~B.~~ Lodging, Meals, and Ground Transportation will be base off the current GSA standard Per Diem for the location being traveled to. ~~schedule listed below:~~

Airfare	Maximum allowed: \$500	
Lodging	Maximum allowed: \$150 per night	
Meals	Maximum allowed: \$11 for breakfast \$12 for lunch \$20 for dinner	With tip allocation of an additional 18% to be determined from receipts.
Ground Transportation	The current GSA Standard Mileage Reimbursement Rate.	

~~A.~~ The maximum amounts allowed for the expenses outlined in this table will be reviewed and adjusted, if necessary, every two (2) years by the RSO Funding Board.

~~B-C.~~ Drivers must be verified by University of Wyoming Fleet Services;

~~C-D.~~ ASUW travel shall be limited to the following carriers:

1. Common commercial carrier;
2. University of Wyoming vehicle. University vehicles will be reserved through the ASUW Business Office for approved travel. ASUW will not be responsible for any charges resulting from reservations not made through the ASUW Business Office;
3. Personal vehicles with adequate proof of insurance coverage, including medical liability and an ASUW Travel Waiver signed by the driver and all passengers.

4. ASUW sponsored travel shall be conducted in accordance with University policies and procedures. The driver and passengers of the vehicle must adhere to reasonable and prudent standards of conduct. Travelers will be held personally responsible for their actions in regard to traveling under the name of ASUW and the University of Wyoming.
5. The Dean of Students or designee shall be the University officer responsible to administer University travel procedures on behalf of the ASUW.