



SENATE BILL #2717

TITLE: Finance Policy Edits – Article 3, Section 3.06
DATE INTRODUCED: October 20, 2020
AUTHOR: Senator Hoversland
SPONSORS: Student Organization Funding Board

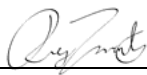
1. WHEREAS, the purpose of the Associated Students of the University of Wyoming (ASUW)
2. Student Government is to serve our fellow students in the best manner possible; and,
3. WHEREAS, the Finance Policy of the ASUW can be convoluted and confusing to students
4. both outside and within the ASUW; and,
5. WHEREAS, the Student Organization Funding Board (SOFB) is not expecting to hear a lot
6. of requests for event funding this semester due to the COVID-19 restrictions set in place on-
7. campus; and,
8. WHEREAS, in an effort to promote transparency and accessibility for the ASUW, the SOFB
9. is working as a committee to balance marketing its services to student organizations (SOs) to
10. be able to expend the funds allocated to them and updating its internal documents to be more
11. understandable for SOs and their leaders; and,
12. WHEREAS, minor grammatical edits are necessary to make the working documents of the
13. ASUW professional and comprehensible; and,
14. WHEREAS, updates to policies are needed every so often to reflect the changing times; and,
15. WHEREAS, the changes to the ASUW Finance Policy shown in Addendum A fulfill the
16. missions stated above.
17. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
18. (ASUW) Student Government that the Finance Policy be amended to reflect the changes
19. outlined in Addendum A; and,
20. THEREFORE, be it further enacted that these changes take effect immediately upon passage

21. of this bill.

Referred to: Budget and Planning; Student Organization Funding Board

Date of Passage: October 27, 2020 **Signed:** 

(ASUW Chairperson)

**“Being enacted on October 27, 2020, I do hereby sign my name hereto and
approve this Senate action.”** 

ASUW President

Addendum A

Article 3. ASUW SO FUNDING BOARD AUTHORITY AND GUIDELINES

Section 3.06 Allocation Table for Speakers/Entertainers and Students

1. The RSO Funding Board shall follow the ~~allocation table~~ below paragraphs to determine allocations for speakers and entertainers' lodging, meals, and catering expenses for student events. ~~Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.~~

A. Lodging for speakers and entertainers

1. Lodging expenses will be paid up to the current University rate offered by Laramie-area hotels.

B. Airfare

1. Airfare expenses will be paid up to the amounts according to the following:
 - a. International flights: \$1000.00
 - b. Domestic Flights: \$500.00

C. Meals for speakers and entertainers

1. Meal expenses will be paid up to the amounts according to the following:
 - a. Breakfast: \$11.00
 - b. Lunch: \$12.00
 - c. Dinner: \$23.00
2. In addition, a tip allocation of 20%, determined from receipts, is welcomed.

D. Meals for students

1. Meal expenses, including drinks, desserts, etc., will be paid up to the amounts according to the following:
 - a. Breakfast: \$11.00 per expected student
 - b. Lunch: \$12.00 per expected student
 - c. Dinner: \$18.00 per expected student
2. Costs associated with setup, delivery, etc. of these meals are considered separately from costs directly associated with the food.

E. Lodging

1. Lodging expenses incurred outside of the Laramie-area will be paid up to the current GSA standard per diem rate for the location being traveled to.

Lodging for speakers and entertainers	Lodging expenses will be paid up to the current University rate offered by Laramie-area hotels.	
Meals for speakers and entertainers	Maximum allowed: \$11 for breakfast \$12 for lunch \$23 for dinner	With tip allocation of an additional 18% to be determined from receipts.
Meals per expected students (including drinks, deserts, etc.)	Maximum allowed:	
	Breakfast \$11/expected student*	
	Lunch \$12/expected student*	
	Dinner \$18/expected student*	
Airfare	Maximum allowed: \$500	
Lodging	Maximum allowed: \$150 per night	
*Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food.		

2. Any exceptions to this section must be made through a special request by an SO to the SO Funding Board for approval. If the overall event budget is \$3500.00 or greater, it must also be approved by the ASUW Senate. Any SO that is denied this special exception retains their right to appeal as outlined by this Finance Policy. Meal rates for speakers, special guests, and entertainers may reasonably increase to accommodate the needs of any specific situation/event. A special request must be made prior to the event, in writing, and subject to review and appeal as outlined.

2.

All ASUW Programs, Services, and Strategic Partners shall make their increase request to the ASUW President and Vice President. In the event an increase request is allowed, the additional funds required will come from the Executive Branch Contingency Fund, with review and consent of Budget and Planning Committee as outlined by this Finance Policy.

If the ASUW President and Vice President deny the increase, an appeal of decision may be considered by Budget and Planning.

All RSOs, shall make their increase request to the RSO Funding Board. In the event of an increase being approved by RSO Funding Board for a RSO, the additional funds will come from the RSO Funding Board Budget.

If the RSO Funding Board denies the increase, an appeal of decision may be considered by the ASUW Senate, following similar guidelines as outlined in this Finance Policy.