



SENATE BILL #3100

TITLE: **Amending the SOFB Policy to allow Student Organizations to Request Funds for Travel and Lodging During Conferences and Competitions**

DATE INTRODUCED: **03/27/2026**

AUTHOR: **President Medina; Director of Finance Toner; Senators Hansen, Kaiser, Kincaid, and Smith**

SPONSORS: **Senators Moore, Wellikson, and Westman; First-Year Senator Martinez**

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming
2. (ASUW) Senate is to serve our fellow students in the best manner possible; and,
3. WHEREAS, the amendments to the ASUW Student Organization Funding Board Policy
4. are beneficial to provide student organizations flexibility for conferences and
5. Competitions funding requests by adding travel and lodging; and,
6. WHEREAS, travel constitutes domestic flights, for UW students, under \$500 per
7. person for student organizations attending competitions or conferences far from
8. Laramie, or the renting of a UW fleet vehicle; and,
9. WHEREAS, lodging is defined as a hotel room, Airbnb, or other short-term rental for
10. UW students during the days of the conference or competition; and,
11. WHEREAS, ASUW will not be liable for accidentals; instead,
12. student organizations will incur the costs for delayed flights, extra days in hotels due to
13. weather, etc.
14. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
15. (ASUW) Student Government that the ASUW Student Organization Funding Board
16. Policy be amended to reflect the changes reflected in Addendum A and Addendum B;
17. and,

Passed 23-0-0

18. THEREFORE, be it further enacted that these changes take effect at the beginning of the
19. 114th administration of ASUW, on May 5th, 2026.

Referred to: _____ B&P, SOFB, & PID _____

Date of Passage: 04/07/26 Signed: *Aidan McGuire*
(ASUW Chairperson)

“Being enacted on 04/07/26, I do hereby sign my name hereto and approve this
Senate action.” _____
Paula Medina
ASUW President

ADDENDUM A: Student Organization Funding Board Policy

Article 4. Conference Registration Fees

Section 4.01 Conference General Application Procedures

1. Conferences must be of academic or professional nature for approval.
2. RSOs may receive a maximum of \$3,000.00 for conference registration fees per academic year.
3. Only students that pay the ASUW student fee are eligible to receive conference registration funding.
4. SOFB funds for conference registration cannot be applied for personal membership fees in social, professional, or fraternal organizations.
5. RSOs can apply for funding before the end of the current ASUW Administration for conferences occurring during the summer or first five (5) weeks of the new academic year. Any approved funding will be allocated out of the fiscal year in which the conference occurs.
6. RSOs must notify the SOFB if they have already paid conference registration fees prior to their funding application and require reimbursement. In the case of reimbursements, the RSO must notify the primary ASUW Executive of Financial Affairs and/or the ASUW Business Office as soon as their funding is approved to begin the reimbursement process. Per University regulations, reimbursements must be processed within sixty (60) days of the last day of travel.

Article 5. Academic Competition Fees

Section 5.01 Competition General Application Procedures

1. RSOs may receive a maximum of \$3,000.00 for competition fees per academic year.
2. Only students that pay the ASUW student fee are eligible to receive competition funding.
3. SOFB funds for competitions cannot be applied for personal membership fees in social, professional, or fraternal organizations.
4. ~~SOFB funds cannot be applied to travel, lodging, meals, or any other travel expenses.~~
5. SOFB funds may be applied to single-use materials required for competitions (i.e. competitor numbers, notebooks, etc.).
6. RSOs must notify the SOFB if they have already paid competition fees prior to their funding application and require reimbursement. In the case of reimbursements, the RSO must notify the primary ASUW Executive of Financial Affairs and/or the ASUW Business Office as soon as their funding is approved to begin the reimbursement process. Per University regulations, reimbursements must be processed within sixty (60) days of the last day of travel.

Article 6. Requests for Lodging and Travel for Conferences and Competitions

Section 6.01 Lodging and Travel General Application Procedures

1. Conferences and competitions must be academic or professional in nature for approval.
2. Only students that pay the ASUW student fee are eligible to receive funding for lodging and travel for conferences and competitions.
3. All RSOs must adhere to university policies and regulations regarding travel.
4. RSOs can request a total of \$3,000.00 for competition fees per academic year and can request a total of \$3,000.00 for conference registration fees per academic year. Funding for lodging and travel is included in these request totals and does not have their own designated fund.
5. RSOs can request funding to cover costs of flights to and from the conference/competition, lodging at the conference/competition, and the costs of renting a fleet vehicle from the University of Wyoming to transport members to and from the conference/competition. Funding cannot be used to cover costs of gas for personal vehicle and UW fleet vehicle transportation.
6. RSOs must apply to fund their travel and lodging a minimum of 6-weeks prior to their event departure date to provide enough time to book accommodations and travel.
7. RSOs must also provide their approved University of Wyoming travel form to the SOFB prior to their request presentation with the committee.
8. RSOs must put exact desired flight, hotel, and other travel information on a Qualtrics request form at the time of their request submission. This includes flight times, flight number, hotel address, hotel cost, etc.
9. RSOs can apply for funding before the end of the current ASUW Administration for conferences or competitions occurring during the summer or first five (5) weeks of the new academic year. Any approved funding will be allocated out of the fiscal year in which the conference or competition occurs.

Section 6.02 Specific Requirements for Booking Lodging

1. RSOs are allowed to book hotels, Airbnbs, VRBO, and other short-term lodging with this funding.
2. All lodging must be domestic.
3. ASUW funding will cover the cost of hotel rooms for students on the days of the conference and the night before the conference if the official start time of the conference is before 3:00 pm local time.
4. All hotels or short-term lodging must be booked with the primary ASUW Executive of financial affairs, or relevant ASUW designee, after funding is approved by the SOFB. The procurement card for the RSOs allotted funding may not leave the state, so all purchases for travel and lodging must be made in the ASUW office.

5. Section 6.03 Specific Requirements for Booking Flights

1. All flights must be booked with the primary ASUW Executive of financial affairs, or relevant ASUW designee, after funding is approved by the SOFB. The procurement card for the RSOs allotted funding may not leave the state, so all purchases for travel and lodging must be made in the ASUW office.
2. All conference or competition flights must be domestic travel under \$500 per person.

Section 6.04 Liability Procedures for Travel and Lodging

1. Any incidental costs incurred during travel not approved by the SOFB beforehand will be deemed the responsibility of the RSO (i.e. Extra nights at a hotel, cancelled flights, or unrefunded security deposits).
2. After funding is approved by the SOFB, the RSO must meet with the primary ASUW Executive of financial affairs, or relevant ASUW designee, to book all travel expenditures with a procurement card as outlined in the approved SOFB ledger.
3. Procurement cards shall never be taken by an RSO for travel purposes and must stay in the ASUW office.
4. All requested funding must be directly outlined to the SOFB (i.e. exact flight and hotel reservations). Any deviation from the approved accommodations by the SOFB will be the direct responsibility of the RSO to fund.
5. Use of this process shall not indicate an assumption of liability by ASUW and/or the University

Section 6.05 University Travel Regulations

1. Student organizations, members, and any personal care attendants or companions traveling with RSOs must follow all rules detailed in this policy, confirmation emails from ASUW, University policies, and all state and federal laws to ensure the safety of all travelers.
 - a. University Travel policies can be accessed at
 - i. <https://www.uwyo.edu/travel/index.html> (Travel Policies & Information at the University of Wyoming)
2. Use of this process shall not indicate an assumption of liability by ASUW and/or the University.