**ASUU Finance Guidelines for the Budget Process, Assembly, and Senate**

- SPECIFIC ITEMS MAY BE FUNDED ONLY ONCE, THROUGH ONE BODY.
- GUIDELINES NOT MANDATED BY REDBOOK MAY BE DETERMINED ON A CASE-BY-CASE BASIS.

**ON CAMPUS EVENTS:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Assembly/Budget Process</th>
<th>Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVERTISING &amp; RECRUITMENT</strong></td>
<td>100% of the cost, up to $1,500 maximum per year</td>
<td>50% of the cost at a maximum of $300</td>
</tr>
<tr>
<td>Examples: banners, posters, fliers, printing, shipment of advertising materials, etc.</td>
<td>Does not include apparel</td>
<td>Does not include apparel</td>
</tr>
</tbody>
</table>

| **ORGANIZATIONAL APPAREL** | 100% of the cost, up to $500 maximum per year, with a $20 cap per item | 50% of the cost at a maximum of $500, with a $20 cap per item |
| Apparel must prominently display the organization name and/or logo | | |

| **SUPPLIES & EQUIPMENT** | 100% of the cost, up to $1,000 maximum per year | 50% of the cost at a maximum of $650 |
| Supplies such as letterhead, envelopes, or business cards can be funded, but no individuals’ names may appear on it | | |
| Equipment purchased must be for the entire student group and not for individual use | | |
| Examples: stapler, tape, postage, paper, pens, sound system, lights, tents, goal net, tools, etc. | | |

| **ROOM & EQUIPMENT RENTAL** | 100% of the cost, up to $1,000 maximum per year | 50% of the cost at a maximum of $600 |
| Equipment rental must be for entire student group and not for individual use | | |
| Examples: venue rental, technical support, sound system, lights, tents, goal net, tools, etc. | | |

| **PROFESSIONAL SUPPORT** | 70% of the cost, up to $1,000 maximum per year | 50% of the cost at a maximum of $350 |
| Entertainers and guest speakers will only be paid directly in accordance with the University Accounts Payable policies | | |
| Examples: performers, industry experts, singers, professors outside University of Utah, professionals, scientists, researchers, plaques, and honorarium (non-cash awards/prizes must be pre-approved by the Director of Finance in accordance with the ASUU Financial Policies and Procedures), etc. | | |

| **FOOD** | 50% of the cost, up to $300 maximum per year | |
| Prior approval must be given by the Finance Board or the Assembly | Food will not be funded outside of the SAC Open House Fund of $75 per semester |
REGISTRATION
Assembly/Budget Process – Organization registration funded at 100% of the cost, up to $400 per year
Senate – Organization registration only available for conferences

CONFERENCES:
• ASUU WILL FUND 2 CONFERENCES PER STUDENT, PER YEAR. GUIDELINE ENFORCED ON A CASE-BY-CASE BASIS.
• CONFERENCES ARE FUNDED THROUGH ASSEMBLY AND SENATE, ONLY.
• A $12 (DOMESTIC) OR $20 (INTERNATIONAL) PROCESSING FEE MAY APPLY TO EACH CHECK ASUU REIMBURSES.
• **ASUU WILL FUND 1 FORM OF TRANSPORTATION, ONLY, PER CONFERENCE.**

**AIRFARE
Assembly & Senate – **50% of the cost** at a maximum of $200 per person domestic airfare, $400 per person international airfare

**CAR RENTAL/MOTOR POOL
Assembly & Senate - **50% of the rental cost,** up to $50 per day for 5 days; gas reimbursed at $.10 per mile up to a maximum of $500

**LODGING
Assembly & Senate - **50% of the cost,** up to $50 per night per room** for a maximum of 4 nights
If two or more students are requesting funds, then we will consider the amount of rooms we will pay for on a case-by-case basis

REGISTRATION
Assembly – Individual registration funded at 50% of the cost, up to $100 per person, and organization registration funded at 100% of the cost, up to $400 per year
Senate – Individual registration (presenter) funded at 100% of the cost at a maximum of $150, and individual registration (attendee) is funded at 50% of the cost at a maximum of $100

PRESENTATION POSTER PRINTING
Senate – 50% of the total cost at a maximum of $25 per person

BY UNIVERSITY POLICY AND BY REDBOOK POLICY
• **REDBOOK MANDATED**
• No university organization may receive more than $5,000 per year of ASUU funds from any source.
• ASUU does not fund:
  - Tuition/Scholarships
  - Alcoholic Beverages
  - Ammunition or Firearms
  - Computer Software
  - 12-15 Passenger Vans
  - Academic, Editorial, or Literary Publications
  - Entertainment Expenses at Conferences
  - Graduation, Graduation Party, or Gifts
  - Cash Awards, Gifts, or Gift Cards
  - Building Repairs, Operations, or Maintenance
  - Intramural Sports Teams or NCAA Teams
  - Individual Letterhead or Business Cards
  - Per Diem

For any questions concerning ASUU Finance Guidelines, please contact:
Tiffany Monney  Rob Phillips
Director of Finance  Financial Advisor
tmonney@asuutah.edu  rphillips@asuu.utah.edu
801-581-2788 (ASUU)  801-581-2788 (ASUU) Last Revised August 15, 2013