**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:

#### ADVERTISING & RECRUITMENT

**Assembly/Budget Process** – 100% of the cost, up to $1,500 maximum per year

Examples: banners, posters, fliers, printing, shipment of advertising materials, etc. Does not include apparel

**Senate** – 50% of the cost at a maximum of $300

Examples: banners, posters, fliers, printing, shipment of advertising materials, etc. Does not include apparel

#### ORGANIZATIONAL APPAREL

**Assembly/Budget Process** – 100% of the cost, up to $500 maximum per year, with a $20 cap per item

Apparel must prominently display the organization name and/or logo

**Senate** – 50% of the cost at a maximum of $500, with a $20 cap per item

#### SUPPLIES & EQUIPMENT

**Assembly/Budget Process** – 100% of the cost, up to $1,000 maximum per year

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.

**Senate** – 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

**Assembly/Budget Process** – 100% of the cost, up to $1,000 maximum per year

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.

**Senate** – 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

**Assembly/Budget Process** – 70% of the cost, up to $1,000 maximum per year

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.

**Senate** – 50% of the cost at a maximum of $350

This does not include entertainers, and only applies to those people brought to the University for educational purposes

#### **FOOD**

**Assembly/Budget Process** – 50% of the cost, up to $300 maximum per year

Prior approval must be given by the Finance Board or the Assembly
**Senate** – 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:

**Esther N. Okang**
Director of Finance
eokang@asuu.utah.edu
801-581-2788 (ASUU)

**Rob Phillips**
Financial Advisor
rphillips@asuu.utah.edu
801-581-2788 (ASUU)

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