



THE SEVENTY FIRST STUDENT SENATE

Bill 66

Sponsored by: Senators Rowan, Lafontant, & Cartagena

A revision to the Student Body Statutes

BE IT ENACTED BY THE SEVENTY FIRST STUDENT SENATE THAT:

A revision is made to the Student Body Statutes 803.10 in order to reflect the current Financial Manual which states that food and meals are prohibited travel expenses.

Read 1st Time: 7/22/19

Referred to Committee: Judiciary

Committee Report: Passed 9/10

Read 2nd Time: 9/11

Senate Vote: Acclimation

PASSED: 11th of September, 2019

CERTIFIED TO THE STUDENT BODY

David Wagon
President of the Senate

9-17-2019
Date

Camela Mayhew
Director of Student Governance & Advocacy

9/25/19
Date

Tim Scott
President of the Student Body

9/24/2019
Date

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Vice President of student Affairs

Date

803.10 The Expense Category

B. SGA Travel Guidelines

6. SGA will fund, either directly or through reimbursement, airfare, rental car(s), gas mileage, lodging, ~~meals~~, conference fees, and limited incidental expenses.
 - a. Airfare must be purchased at the lowest possible price, and must be coach/tourist class seating. The Student Body Treasurer may reject large expenditures for airfare if the tickets were purchased less than two (2) weeks in advance, even if the purchased tickets were the cheapest available at the time of purchase.
 - b. Rental cars must be purchased through Avis. Students may also choose to use their private vehicles and be reimbursed for gas mileage. Mileage will be reimbursed in a manner consistent with federal, state, and university standards. If mileage is to be incurred above the initially requested and approved figure (on the TAR), then all fuel expenses must be documented with receipts.
 - c. Lodging accommodations must be made at the lowest possible cost. Groups shall stay four (4) to a room unless prevented from doing so by fire code and/or co-ed issues.
 - d. ~~Meals will be reimbursed on a meal-by-meal basis for all expenses actually incurred (and justified with receipts), up to a maximum of \$6 for breakfasts, \$11 for lunches, and \$19 for dinners. No traveler may claim more than one breakfast, more than one lunch, or more than one dinner on any given day.~~
 - e. d. Travelers have the option of being reimbursed at the government per diem rate of \$80 per day in lieu of claiming lodging and meal expenses. This shall only apply in cases where SGA did not fund any lodging for the organization.
 - f. e. Incidental expenses shall be limited to those absolutely necessary for travel, such as road tolls, parking fees, and other associated costs.
7. All groups and individuals traveling must retain (until reimbursement) original receipts of all expenses for which they intend to be reimbursed. Travelers will only be reimbursed for expenses incurred and justified with receipts, with the exception of gas (803.10 B6 b) and per diem (803.10 B6 e).