



THE FLORIDA STATE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION

# 74<sup>th</sup> STUDENT SENATE

Senate Bill #: 12  
Primary Sponsor: Gonzalez, Wang

## A revision to the Student Body Statutes

### BE IT ENACTED BY THE SEVENTY FOURTH STUDENT SENATE THAT:

A revision is made to the Student Body Statutes SBS §803 (See attached).

To amend the statute regarding the amount of money that shall be funded to an organization in the category of lodging.

**Proviso:** This shall take effect at the beginning of the 2022-2023 fiscal year.

Read 1<sup>st</sup> Time: 02/16/2022

Referred to Committee: Student Life, Finance, and Judiciary

Committee Report: passed Student Life 2/17, Finance 3/8, Judiciary 3/22

Read 2<sup>nd</sup> Time: 03/23/2022

Senate Vote: 24-3-4

**OFFICIAL:**

DocuSigned by:

*Abriel Hunter*

3/31/2022 | 2:11 PM EDT

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Student Senate President

**PASSED: March 23<sup>rd</sup>, 2022**

### CERTIFIED TO THE STUDENT BODY

DocuSigned by:

*Nastassia Janvier*

4/5/2022 | 10:44 PM EDT

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President of the Student Body

Date

DocuSigned by:

*Dr. Felicia Williams*

4/5/2022 | 10:49 PM EDT

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Director of the Student Governance & Advocacy

Date

DocuSigned by:

*Dr. Amy Hecht*

4/6/2022 | 9:24 AM EDT

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Vice President of Student Affairs

Date

### 803.10 The Expense Category

The Expense Category shall be used to pay for items, such as office supplies, nametags, printing, postage fees, telephone charges, and facility rentals, which do not fall under any other category. This account also covers all costs associated with student travel. SGA will fund, either directly or through reimbursement, airfare, rental car(s), gas mileage, and lodging. Student organizations shall not be funded for meals or limited incidental expenses.

#### A. Guidelines on Items & Purchases

1. No gift cards, gift certificates, phone cards, or other transferable purchases may be made with A&S money.
2. Office supplies purchased from this category must be limited to those with a clear purpose furthering that entity's operation and function. Decorative or unnecessary office items may not be purchased with A&S money.
3. No obscene, inappropriate, or offensive images or text may be displayed on any printed material purchased in whole or in part with A&S funds.
4. Postage must be budgeted by the account needing postal service. Metered mail service may be obtained from the FSU Post Office with an FSU Postal Charge Form. Postage stamps shall not be purchased.

#### B. SGA Travel Guidelines

1. Travel expenses may only be incurred in the performance of official duties of the Florida State University Student Body.
2. Only current FSU students and approved organizational advisors may be remitted money for travel.
3. Travel expenses must be requested and approved via the Travel Authorization Request (TAR) form. All foreseeable expenses must be requested in advance, as any deviation from the initial requests is subject to review and possible rejection by the Student Body Treasurer.
4. The Student Body Treasurer shall have the authority to only partially fund travel expenses that the Student Body Treasurer deems unreasonable, provided such expenses were not approved prior to the travel. If the Student Body Treasurer is a beneficiary of any travel expense, the Senate Finance Committee shall review the expense before the trip and approve by majority vote the expenditures. By majority vote, the Finance Committee can partially fund as well as reject the travel expenditures in which the Treasurer benefits. An appeal of the Finance Committee's decision shall be heard by the Student Senate under "New Business" with a majority vote required to overturn the Finance Committee's decision.
5. A roster with the names and emergency contact information of all individuals travelling must be provided to the SGA Accounting Office prior to departure.
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 the University's contracted rental company. 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. Hotel charges shall not exceed \$200 per room per night (excluding tax).