

## STUDENT SENATE BILL 2009-1069

**TITLE:** Amendment to Chapter 807 Administrative Regulations- Authorized Travel Expenses

**AUTHORS:** Budget & Appropriations Chairwoman Virlany Taboada

**SPONSORS:** Budget & Appropriations Committee

**Amend SBS Chapter 807 as follows:**

- 807.1 Travel Expense Regulations
- A. All travel must have prior approval of the Student Body Treasurer; under no circumstances can travel reimbursement be made for travel that did not receive prior approval. This pertains to all ~~SG~~ travel, despite source of funds.
  - B. All expenses authorized in this section shall be properly vouchered in accordance with ~~procedure outlined in the Finance Manual~~ the University of Florida, Student Government policies and procedures.
  - C. ~~All travel expenses will not violate the rules, regulations, and procedures of The University of Florida Purchasing and Disbursements Travel Department.~~
- 807.11 Students traveling are responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost.
- 807.12 ~~All travel partially or fully funded by Activity and Service Fees must be in the performance of official duties of, or on behalf of the Student Body. A violation of this statute will constitute an offense against the student body.~~
- 807.2 Mileage for vehicles may be funded up to an amount established by the Budget and Appropriations Committee in addition to the Allocations Committee provided that the set amount does not exceed the rates mandated by the Florida Statutes for travel.
- 807.3 Bus, rail, or airfare will be paid as established by common carriers--with an emphasis on safe and efficient expenditure. Airfares shall be paid only for distances in excess of four hundred (400) miles or in special cases approved by the Treasurer. (This distance shall be calculated for this purpose for one way only).
- 807.4 Remuneration for special requested Travel expenses shall not exceed 50 percent of the per-person amount. The amount allocated for a travel activity shall be on a reimbursement basis ~~only~~ after completion of the travel activity. Only Senate approved and receipted travel expenditures ~~of the approved attendees~~ may be refunded on the 50 percent basis.
- 807.5 Rules for compliance with recommendations for fiscal accountability on travel by the Board of Governors and Office of the Chief Inspector General.
- A. All travel must have prior written approval from the Student Body Treasurer and the Student Government Business Manager.

- B. Student Government may not be responsible for costs incurred on a trip if prior written approval is not given by the Student Body Treasurer.
- C. All travel authorization forms (TARs) must be turned in ~~and date stamped by~~ to the Student Government Finance office at least three (3) business days before the trip is to take place. Exceptions to this rule may only be made in extreme circumstances as detailed in a letter of justification signed by the organizational president or treasurer and the organizational advisor with the approval of the Student Body Treasurer. Official Student Government Lobbying efforts shall be exempt from this rule, provided that the travel form is turned in and date stamped prior to the occurrence of the travel.
- D. Receipts for conferences and competitions must include a pamphlet, agenda, brochure, or the like to be ~~valid for reimbursement unless exempted under special circumstances by the Student Body Treasurer~~ provided due that such conference or competition exists.
- E. UF ID numbers and names of all students attending the trip shall be required for reimbursement of travel. Official Student Government Lobbying efforts shall be permitted to submit lists after the trip provided that a letter explaining the circumstances for the list after the fact is presented.

807.6

Student Government Funded Organizations using Activity and Service Fees to travel to conferences must be limited two persons per conference. The student organization may allow more students to attend provided that such persons do not use A & S Fees to cover their costs for travel.