**Example of Individual Travel Bill**

According to the Guidelines under, Section A, Article IV, Subsection F, it states:

**2. Itemized estimates of at least two (2) methods of transportation must be provided. If the round trip is less than 1,200 miles, an itemization by ground transportation (e.g. automobile, bus, etc.) must be provided.**



**The University of Texas at El Paso**

Student Government Association

Appropriation Bill, Individual Request

(Students Name)

Bill No. (Leave Blank)

Date: (Date Turned In)

Authored By: (Students Name)

Introduced By: (Leave Blank)

Seconded By: (Leave Blank)

Title: A bill to appropriate the sum of **$XXX.XX** to help defray expenses of sending one (1) student to attend The Mathematical Modeling in Population Biology and Epidemiology - 10th Annual Red Raider Mini-Symposium at Texas Tech University, Lubbock, Texas from October 28th – 30th, 202X.

Whereas: The student will be presenting a talk on the Numerical approach to concede epidemiology and take part in the discussions concerning the performance and analysis for different numerical approaches which might be helpful in getting results. The student will have an opportunity to interact with researches who are attending the conference; and,

Be It Enacted: That the 201X – 202X University of Texas at El Paso, Student Government Association Senate appropriate the sum **$XXX.XX** to help defray the expenses of sending one (1) student to attend the 10th Annual Red Raider Mini-Symposium at Texas Tech University, Lubbock, Texas from October 28th – 30th , 202X, with the stipulation that all the unspent monies, after-action reports and receipts be returned by (Leave blank).

Itemization #1

|  |  |
| --- | --- |
|  | **Amount** |
| Transportation cost: Southwest Airlines | $248.98 |
| Lodging Conference Hotel: Marriot, $116 x 2 nights | $232.00 |
| Registration Fee | $248.98 |
| Transportation: Car (Hertz) | $105.00 |
| **Total** | **$834.96** |

Itemization #2

|  |  |
| --- | --- |
|  | **Amount** |
| Transportation cost: Delta Airlines | $248.98 |
| Lodging Conference Hotel: Holiday Inn, $126 x 2 nights | $252.00 |
| Registration Fee | $208.98 |
| Transportation: Car (Enterprise) | $105.00 |
| **Total** | **$814.63** |

**Example of Organization Travel Bill**

According to the Guidelines under, Section A, Article IV, Subsection F, it states:

**2. Itemized estimates of at least two (2) methods of transportation must be provided. If the round trip is less than 1,200 miles, an itemization by ground transportation (e.g. automobile, bus, etc.) must be provided.**



**The University of Texas at El Paso**

Student Government Association

Appropriation Bill

(Name of Organization)

Bill No. (Leave Blank)

Date: (Date Turned In)

Authored By: (Students Name)

Introduced By: (Leave Blank)

Seconded By: (Leave Blank)

Title: A bill to appropriate the sum of **$XXX.XX** to help defray expenses of sending twelve (12) members of AIESEC to attend the Seattle Newbie Day Conference in Seattle, Washington scheduled for November 11th – 14th, 202X at the Holiday Inn Seattle SeaTac International Airport Hotel.

Whereas: The members attending the conference will partake in events that include planning and tracking, building a strategy, networking, communication skills, self-management, task management, personal development, goal setting, as well as function tracks for the different AIESEC teams (Business Development, Account Delivery, External Relations, Out Going Exchange, Talent Management and Finance); and,

Whereas: The conference will give the chapter the opportunity to foster a greater relationship with other chapters around the world, professionals, and AIESEC International Staff. This meeting is also an opportunity to showcase the University of Texas at El Paso (UTEP) and inform the National committee that AIESEC El Paso is on its way to becoming an official expansion of AIESEC United States; and,

Whereas: The President of AIESEC El Paso will present the accomplished requirements that AIESEC United States has imposed on all expansions. These achievements include being a registered student organization at the University of Texas at El Paso, having a verified partnership with an existing local committee (AIESEC Austin), and having formed an executive board. The student members will provide a presentation to the remaining UTEP students who did not have the opportunity to attend the conference; therefore,

Be It Enacted: That the 201X – 202X University of Texas at El Paso, Student Government Association Senate appropriate the sum of $XXX.XX to help defray the expenses of sending twelve (12) members of AIESEC to attend the Seattle Newbie Day Conference in Seattle, Washington scheduled for November 11 th – 14th , 202X, with the stipulation that all unspent monies, after action reports, and receipts be returned by (Leave blank).

Itemization #1

|  |  |
| --- | --- |
|  | **Amount** |
| Transportation cost – American Airlines, $348/person x12 | $4,176.00 |
| Lodging: Holiday Inn, $79/night x 3 nights x 6 rooms | $ 1,422.00 |
| Registration Cost – $25/student x 12 | $ 300.00 |
| Transportation: Taxi | $80.00 |
| **Total** | **$5,978.00** |

Itemization #2

|  |  |
| --- | --- |
|  | **Amount** |
| Transportation cost – Delta Airlines, $310/person x12 | $3,720.00 |
| Lodging: Marriott, $65/night x 3 nights x 6 rooms | $ 1,170.00 |
| Registration Cost – $25/student x 12 | $ 300.00 |
| Transportation: Taxi | $80.00 |
| **Total** | **$5,270.00** |

**Example of Organization Hosting On-Campus Event Bill**



**The University of Texas at El Paso**

Student Government Association

Appropriation Bill

(Name of Organization)

Bill No. (Leave Blank)

Date: (Date Turned In)

Authored By: (Students Name)

Introduced By: (Leave Blank)

Seconded By: (Leave Blank)

Title: A bill to appropriate the sum of $XXX.XX to help defray the expenses of hosting CAB’s Miner Alley, which is scheduled to take place on September, 25th, October 9th, 23rd, and November 6th, 202X at the UTEP campus. These funds will be used to provide food and entertainment for UTEP students attending Cab’s Miner Alley on the dates listed above.

Whereas: The Campus Activities Board main mission is serving as the vehicle to an amazing college experience by programming free events intended to captivate a diverse audience of UTEP students, staff, faculty, and communities’ members; and,

Whereas: Campus Activities Board’s annual non-alcoholic/alcohol awareness Tailgate will provide a medium for the UTEP community to socialize and allow UTEP organizations to recruit. CAB’s Miner Alley is a non-alcoholic tailgate where students, faculty, staff, community members and families will be welcome to attend and enjoy a fun, family friendly environment before the UTEP home games. CAB’s Miner Alley alternative tailgate will offer free food, music, and entertainment with the chance to win prizes, all while providing a safe, non-alcoholic/ alcohol awareness environment for the whole family, along with UTEP pride and school spirit. CAB’s Miner Alley will be located between the Fox Fine Arts Building and the parking garage providing a closed area that will be within a short distance of the sun bowl; and,

Whereas: The UTEP student body will benefit from an alternative tailgate experience in several ways. The UTEP student body will benefit from an alternative tailgate experience by being involved in an alcohol-free environment and learning that fun and alcohol don’t need to go hand in hand. CAB’s Miner Alley also allows student volunteers and interns to collaborate with other organizations and departments thus helping to strengthen bonds within the UTEP community; therefore,

Be It Enacted: That the 201X – 202X University of Texas at El Paso, Student Government Association Senate appropriate the sum of $XXX.XX (Amount asking) to help defray the cost of food and entertainment for CAB’s Miner Alley non-alcoholic tailgate, scheduled to take place on September, 25th, October 9th, 23rd, and November 6th, 2020 at the UTEP campus, with the stipulation that all unspent monies and receipts be returned by (Leave blank).

Itemization #1

|  |  |
| --- | --- |
|  | **Amount** |
| Sodexo Food-Four events for approximately 248 people about $3.03 per person | $751.00 |
| Entertainment-Inter X-treme Inflatable, six inflatables about $290 each inflatable (They will be used for entertainment throughout the event) | $1,740.00 |
| **Total** | **$2,491.00** |