APPROPRIATION GUIDELINES

SECTION 1
A. Definitions
B. SGA Appropriation Funding
C. Eligibility
D. Travel Guidelines
E. Non-Travel Guidelines

SECTION 2
A. Appropriations Committee
B. Steps to Receiving Funding
C. Writing a Bill
D. Proposed Budget
E. After Actions Report

- All Bills are to be submitted to the SGA office (.doc) or emailed to sga@utep.edu
- All Bills are only to be submitted to the Administrative Services Coordinator and/or Senate Secretary.
- Student Government Association - www.utep.edu/sga
SECTION 1

I. Definitions

A. Appropriation Bill- Any bill presented by a student in good standing the Student Government Association (SGA) Senate requesting funds.

B. Appropriation Guidelines- Guidelines which appropriation bills must follow.

C. Appropriations Committee- A committee to help students and/or organizations with bills, review proposed legislation, and to correct grammar and spelling. The Appropriations Committee also ensures that bills adhere to the appropriation guidelines. After review, the committee proposes appropriate legislation to the Senate.

D. After Actions Report- A summary report of the trip or event consisting of how the event benefited the students and/or organization and how the experience will enrich other students on campus. (This shall be turned in with all receipts to the SGA office)

E. First Reading- The first formal reading of an appropriation bill occurring during the Appropriations Committee meeting. (All issues pertaining to the Appropriation bills must be resolved prior to the second reading.)

F. Second Reading- The second formal reading of the appropriations bill occurring during the SGA Senate session after first formal reading (Finalization of the bill. All issues must be resolved in order to be approved by the Senate. Bill is considered passed if approved at second reading).

G. Working Day - A working day will be defined as Monday through Friday, with the day ending at 5pm (MST). If a holiday falls during the 20-day calculation, it shall be included as one of the 20 working days.

H. Travel - The activity or event is located more than 25 miles from the institution.

I. Fall bill – any bill that the expected date of travel or event is before the first senate meeting of the spring term and after the first senate meeting of the fall semester term.

J. Summer Bill – any bill that the expected date of travel or event is before the first senate meeting of fall semester term and after the first senate meeting in the summer semester term.

K. Spring bill- any bill that the expected date of travel or event is before the first summer semester senate meeting and after the first spring semester senate meeting.

II. SGA Appropriation Funding

This information is meant to give every student/organization fair and equal access to the Student Government Association (SGA) appropriation funds in order to financially endorse both travel and non-travel events. This document outlines the funding provided by the SGA Senate.

A. It is imperative that students provide their student ID number, cumulative grade point average and their current enrollment status on the travel request form. The SGA Administrative Services Coordinator then verifies this information.

B. Priority funding will be followed based on the mission statement of The University of Texas at El Paso and the goals and vision of the Student Government Association. The SGA Senate proclaims its mission to support educational excellence by
endorsing the opportunity to achieve such a purpose. The SGA Senate will appropriate funding for the following types of activities:

• Academic programs and events  
• Conferences and workshops  
• Philanthropy events  
• Educational speakers and symposiums  
• Banquets  
• Social events

C. Funding will not be appropriated to any event that will receive any profit that remains within the organization.

D. Funding will not be appropriated for general education items such as books and school supplies, or to any cause pertaining to the student’s advancement of primarily personal educational goals.

E. Funding will not be appropriated for travel/non-travel events such as internships or Co-ops, or any event where students/organizations earn any type of academic class credit/grade, work experience, or monetary stipend.

F. Funding will not be appropriated for any professional certification, and/or any admissions test for graduate/professional schools. The Student Government Association Senate will not reimburse funds for an event or trip that has already occurred.

G. In all cases, the use of Senate funds must be of some benefit to the student body and/or the University and cannot be used for any personal or non-University related purposes.

H. It is at the Appropriations Committee’s discretion to determine whether a bill will be denied after the first reading or continue onto the second reading.

Any monetary amount received or anticipated to be received for the activity/event needing funding in the form of but not limited to; department funding, sponsorships, donations, and any outside sources must be reported to the Appropriations Committee. Failure to do so, or suspicion of misleading information, will result in a review of the request for funding and possible referral to the Office of Student Conduct and Conflict Resolution, as well as repayment of appropriated funds or the ability to request future funds.

C. Eligibility

A. All students obtaining Senate appropriations
   1. Must have a minimum 2.25 cumulative grade point average.
   2. Must be in good standing with the university.

B. Individual
   1. Undergraduate
      a. Undergraduates must be enrolled in at least nine (9) credit hours during long semesters.
      b. Undergraduates during one of the two summer semesters must be enrolled for at least three (3) credit hours.
   2. Graduate
      a. Students must be enrolled for at least six (6) credit hours during long semesters.
b. Students in one of the two summer semesters must be enrolled for at least three (3) credit hours.

C. All graduate students, who have completed their course work requirements toward their graduate program and have their thesis/project work remaining, and obtaining Senate appropriations, must be enrolled in at least three (3) credit hours; out of which three (3) credit hours should be towards the thesis/project, for the fall, spring, and the summer semesters. It is mandatory that the student provide a letter to this effect from their thesis/project and graduate advisors.

D. Organizations
1. Any organization requesting SGA funds must be a registered organization with the Student Engagement and Leadership Center.
2. Five (5) or more students in the same college, who are asking for travel funds to the same event, will fall under the guidelines of an organization applying for funds. If these five (5) or more students submit separate bills at different times, it is up to the discretion of the Appropriations Committee to repossess and redistribute funds or to deny funding to later applicants.
3. All students within the registered organization requesting SGA funds during the summer semester must be enrolled for the upcoming fall semester in order to receive SGA funds.

E. The appropriated amount will be deducted from authorized funds for those not eligible to travel. The amount deducted will be determined by the amount of funding and the number of students going.

D. Travel Guidelines
A. All travel appropriations will be used for transportation, lodging, registration, and approved miscellaneous expenses.
B. Organization Travel
1. For all local travel, within 500 miles, appropriations will not exceed $1,500 or one third (1/3) of the total expenditure, whichever is the lesser. (If an organization is requesting funding for four (4) or less representatives, a maximum of $350 per student representative or one third (1/3) of the total expenditure, whichever is lesser, will be appropriated).
2. All national travel appropriations will not exceed $2,500 or one third (1/3) of the total expenditure, whichever is the lesser. If an organization is requesting funding for four (4) or less representatives, a maximum of $600 per student representative or one third (1/3) of the total expenditure, whichever is lesser, will be appropriated.
3. All international travel appropriations will not exceed $3,000 or one third (1/3) of the total expenditure, whichever is the lesser. If an organization is requesting funding for four (4) or less representatives, a maximum of $1,000 per student representative or one third (1/3) of the total expenditure, whichever is lesser, will be appropriated.
4. Organizations can only ask for funding a maximum of five (5) times per academic year: two (2) bills in the fall, two (2) in the spring, and one (1) in the summer.
C. Individual Travel
1. For all local travel, within 500 miles, appropriations will not exceed $350 or one third (1/3) of the total expenditure, whichever is the lesser.
2. All national travel appropriations will not exceed $600 or one third (1/3) of the total expenditure, whichever is the lesser.
3. All individual International travel appropriations will not exceed $1,000 or one third (1/3) of the total expenditure, whichever is the lesser.

4. There will be no limitations on the number of submissions for individual requests. However, this is not to imply that all bill submissions will be approved by the Appropriations Committee or the SGA Senate.

5. Individuals who are approved for funding will receive appropriated amount after the event upon submission of all required receipts and documentations to the Administrative Services Coordinator and/or Senate Secretary. Receipts and documentation must be submitted within ten (10) days of the activity/event or within two (2) weeks into the new fiscal year, whichever is applicable.

D. Funding will not be appropriated for food of any sort.

E. Lodging cost should be estimated through the least expensive yet practical means.

F. Transportation cost will be figured using the least expensive means.
   1. If travel miles exceed outside the El Paso City limits, the actual cost of methods of transportation will be used.
   2. Itemized estimates of at least two (2) methods of transportation must be provided. If the round trip is less than 1,000 miles, an itemization by ground transportation (e.g. automobile, bus, etc.) must be provided.
   3. Gasoline cost will be determined using the average price per gallon in the El Paso City limits and the final travel destination.

G. If the bill is passed, a Student Travel Request Form must be picked up, turned in, and approved by the SGA Administrative Services Coordinator prior to traveling.

H. Any organization or individual must complete an After Actions Report upon return from the SGA funded travel. Receipts and documentation must be submitted within ten (10) days of the activity/event or within two (2) weeks into the new fiscal year, whichever is applicable. Failure to do so will result in forfeiture to request future funds for that academic year, repayment, and the following consequences:
   1. If a request is made on behalf of an organization, it will be recommended to the Student Engagement and Leadership Center that the student organization not be recognized as a registered student organization at UTEP until all the SGA requirements have been fulfilled.
   2. In the case of an individual request, the student’s account may be placed on financial hold. Therefore, the student may be unable to register or request transcripts until all matters with the SGA have been resolved.

I. An individual/organization must provide documentation to verify that the specified event for which funds are being requested will occur on the date specified in the bill. Verification of the event is required when the bill is submitted as well as when the After Actions Report is turned in. Such documentation may include business cards, registration fee statements, itinerary of the event, program, and receipts.

J. If the student/organization fails to provide appropriate verification, the bill will be considered incomplete and will therefore not be accepted until all paperwork has been submitted.

E. **Non-Travel Guidelines**

A. A Non-Travel event is defined as any event that is held within the El Paso City limit, or preferably on The University of Texas at El Paso campus.
B. All non-travel appropriations cannot exceed $2,500 or one-third (1/3) of the total expenditure, whichever is lesser.

C. Students seeking to use UTEP trademarked items must comply with the UT System Registered and Protected Trademark Licensing Program. The Student Government Association must submit a request to the Office of Trademark Licensing. All UTEP branded promotional items and apparel products must comply with the University’s Graphic Identity Guide Manual and is purchased through vendors officially licensed and authorized to use UTEP logos and trademarks. For a list of officially licensed vendors please visit http://www.utexas.edu/trademarks/forms_lists.html or the SGA Office, Union East room 304.

D. Students reserve the right to use the Texas Sales and Use Tax Exemption Certification and the Texas Hotel Occupancy Tax Exemption Certificate. The form may be obtained through the UTEP purchasing department, located in Kelly Hall, or online at www.admin.utep.edu/purchasing. The Texas Hotel Tax Exempt form may be found at the UTEP Human Resources website http://admin.utep.edu/Default.aspx?alias=admin.utep.edu/hr. A copy of the forms may also be picked up at the SGA Office.

E. An individual/organization must provide documentation to verify that the specified event for which funds are being requested will occur on the date specified in the bill. Verification of the event is required when the bill is submitted as well as when the After Actions Report is turned in. Such documentation may include business cards, registration fee statements, itinerary of the event, program, and receipts. The bill will not be accepted if appropriate verification is not submitted.

F. Funding may be transferred through direct deposit or a check via the postal service. The individual that provides their contact information for the bill will receive the funds. An organization may have the funds transferred to their organization/UTEP account. Students should refer to the SGA Administrative Services Coordinator to learn how and when they can expect to receive the funds. Any organization or individual must complete an After Actions Report upon completion of the SGA funded event. The total of all receipts must minimally reflect the amount appropriated. However, all original receipts of expenditures listed in the bill’s itemization must be included with the After Actions Report. Failure to do so, or suspicion of misleading information, will result in a review of the request for funding and possible referral to the Office of Student Conduct and Conflict Resolution, as well as repayment of appropriated funds or the ability to request future funds.

SECTION 2

A. Appropriations Committee

A. The Appropriations Committee meeting time and place will be determined by the Appropriations Committee. If circumstances render a student unable to attend the scheduled weekly meeting, they are responsible for contacting the Appropriations Committee and making the necessary arrangements. If a student/organization is unable to attend the scheduled first reading of the bill, they must notify the SGA Administrative Services Coordinator before the Appropriations Committee meeting
takes place. Failure to notify the SGA Administrative Services Coordinator and to be present during the scheduled first reading of the bill will result in a one-third (1/3) deduction of appropriated amounts.

B. Each student/organization should be prepared to provide the following information at the time of their Appropriations Committee interview:
   1. Documentation of the event, including an itinerary
   2. Funds acquired
   3. Estimate of anticipated funds

C. The Appropriations Committee will determine if the appropriation bill will reach the Senate floor for its second reading.

D. The Appropriations Committee will determine the amount of funding that will be proposed before the Senate for a respective bill.

E. If the student/organization representative is not present during the SGA Senate meeting, the proposed amount to be appropriated will receive a one-third (1/3) deduction and applicants will be rescheduled and asked to attend the next Senate meeting. If time does not permit (due to the travel/event date) for the bill to be rescheduled for the next Senate meeting, the will die on the Senate floor. However, in order to avoid penalties, the student may contact the Administrative Services Coordinator before the scheduled second reading to request to have a Senator sponsor a bill during the Senate meeting, or if time permits, to have the second reading rescheduled for the following Senate meeting.

F. Appropriations Committee reserves the right to add any stipulations and requirements as they deem necessary for the approval of the bill.

G. Any current active member can represent the student/organization bill at the Appropriations Committee meeting; however, they should be prepared to answer in-depth questions in regards to all pertinent information. Otherwise, there may be a delay in the approval of funds.

H. The committee and/or assigned member can request any piece of documentation to be brought to the SGA office that is related to receiving funding. This could include but not limited to a detailed list of research or new itemization of expenses.

I. Each bill submitted will be assigned a member of the Committee who will provide the individual or group with suggestions and options for their application and assistance in understanding the process of the committee. The Chair of Appropriations or SGA Administrative Service Coordinator will assign the committee member to the Bill.

J. Prior to the Bill receives a second reading, the assigned Committee member must provide a written report to include a recommendation for the bill, any research done on the bill, and other information that may help with the deliberation of the bill. The report must be submitted to the chair or co-chair prior to the second reading. The report can be available to the Senate at the request of a Senator during the second reading. If the Bill passes the Senate, the assigned Committee member must provide an additional report stating any additional updates to include changes to the itemization. The chair will keep a folder electronically of all reports.
All bills whether travel or non-travel, applying for appropriated funds from the SGA Senate must be submitted no later than 20 working/school days prior to the travel/event date. Holidays are not included in the 20 working day period. If the 20th day lands on a holiday, an electronic copy must be submitted to the senate secretary no later than 5pm (MST). If a student/organization is invited/notified of an event after the 20 working days’ deadline to submit a bill, the Appropriations Committee may consider the bill for funding only if the student/organization can present appropriate evidence showing the day of their invitation. A representative must be present during the first and second readings. The SGA Administrative Services Coordinator will provide you with those dates. Acknowledge that advanced funds are not guaranteed, especially if the appropriate paperwork is not submitted at least seven (7) working days in advance from the date the funds are needed.

**B. Steps to Receiving Funding**

**STEP 1:** REVIEW THE APPROPRIATION GUIDELINES THOROUGHLY.

**STEP 2:** INQUIRE WHEN THE DEADLINE IS TO SUBMIT A BILL INTO THE SGA OFFICE IN ORDER TO BE CONSIDERED FOR THE NEXT AVAILABLE APPROPRIATIONS COMMITTEE MEETING.

**STEP 3:** WRITE/SUBMIT APPROPRIATION BILL ALONG WITH STATEMENT OF APPROPRIATION GUIDELINES AND AGREEMENT FORM.

**STEP 4:** ATTEND APPROPRIATIONS COMMITTEE MEETING DURING SCHEDULED TIME—BE READY TO ANSWER QUESTIONS PERTAINING TO THE BILL ALONG WITH A PROGRAM ITINERARY – THIS WILL BE CONSIDERED READING NUMBER 1.

(Applicants for funding will be provided with meeting times when bill is submitted) If a student/organization is unable to attend the scheduled first reading of the bill, they must notify the SGA Administrative Services Coordinator before the Appropriations Committee meeting takes place. Failure to notify the SGA Administrative Services Coordinator and to be present during the scheduled first reading of the bill will result in a one-third (1/3) deduction of appropriated amounts. If time permits, applicants will be rescheduled to attend the next Appropriations Committee meeting.

**STEP 5:** ATTEND THE SGA SENATE SESSION TO READ BILL—THIS WOULD BE CONSIDERED THE SECOND READING (THE WEEK AFTER THE FIRST READING) (Bill should pass after second reading) Student/organization representative cannot be absent from the SGA Senate session in which the bill is to be read; otherwise, the appropriation bill will die on the Senate floor or receive a one-third (1/3) deduction according to time constraints and the discretion of the Appropriations Committee.
The following section describes the bill process for travel events only:

STEP 6A: WHEN AN INDIVIDUAL’S/ORGANIZATION’S BILL PASSES:
FILL OUT TRAVEL REQUEST FORM COMPLETELY IMMEDIATELY AFTER BILL PASSES.
If the student travel request form is not submitted seven (7) working days prior to the travel date, funds will be denied.
—this includes proposed budget form
(Administrative Services Coordinator issues this form)
(It is highly recommended to completely fill out this paperwork immediately after bill passes)

STEP 6B: TURN IN AFTER ACTIONS REPORT, RECEIPTS AND UNSPENT MONIES NO LATER THAN TEN WORKING DAYS AFTER EVENT TO THE ADMINISTRATIVE SERVICES COORDINATOR
(Administrative Services Coordinator issues this form)

The following section describes the bill process for non-travel events only:

STEP 7A: FILL OUT NECESSARY FORMS IMMEDIATELY AFTER AN INDIVIDUAL’S/ORGANIZATION’S BILL PASSES
—THIS INCLUDES PROPOSED BUDGET FORM
(Administrative Services Coordinator issues this form)

STEP 7B: TURN IN AFTER ACTIONS REPORT, RECEIPTS AND UNSPENT MONIES NO LATER THAN TEN (10) WORKING DAYS AFTER EVENT TO THE ADMINISTRATIVE SERVICES COORDINATOR.
Funds will be forfeited after the ten (10) working days.
(Administrative Services Coordinator issues this form)

Please note: After the bill passes it will take a minimum of 7 working days for funds to be processed before an organization receives the appropriated funds.

C. Writing a Bill
A bill template is available and will need to include the following:

1. The specific purpose for the appropriation
2. The dates that the funds are needed
3. The deadline dates for the use of funds
4. The benefits to the students and UTEP
5. Organization name/objective
6. Purpose of the organization and past goals achieved
7. An attached itemization/proposed budget for the amount requested

For travel bills only:
1. Travel destination  
2. The inclusive dates of travel  
3. The number of students traveling  
4. Two different itemized methods of travel  
5. Name and expenses of lodging and transportation for each method  
   (Name of hotel/motel and airline/car rental)

**Please note:** Failure to provide any of the preceding information may result in a delay in the approval of funds. Bills may not be passed without adequate information.

**D. Proposed Budget**

For Travel: 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.

A. **Travel**  
   a. Transportation Costs  
   b. Place of destination  
      - Automobile Transportation  
      - Distance (Miles)  
      - Airline Transportation  
      (1) Name of Airline  
      (2) Phone number of airline company  
      (3) Airline Cost per person  
      (4) Number of people flying  
      (5) Total flying cost  
   c. Lodging  
      (1) Name of Hotel you are staying at  
      (2) Cost per room per day  
      (3) State hotel tax rate  
      (4) Number of nights in hotel  
      (5) Total lodging cost

B. **Non-Travel**  
   a. Location of event  
   b. Breakdown of event costs  
      (1) Actual cost per student  
      (2) Cost of banquet or other meal  
      (3) Cost of other material

C. **Additional Information for the Committee**

   a. Documentation must be brought into the first reading in order for the student to be considered for appropriations. The documentation shall consist of:
(1) Research made on event or trip.
(2) Additional request of funding (other than SGA).
(3) Quotes or estimates of the itemization provided.

(4) Working budget for the event or travel. (How much can you will spend)
(5) Any additional information that might help the committee deliberate on the bill such as RSO account balance, organization membership fees, membership fees of organization and breakdown of the fees or RSO’s account balance.

b. If the bill reader fails to bring documentation into the first reading, the committee will initially decide whether to table the bill. If the bill is tabled, the bill reader will have one work week to bring the proper documentation to the office or email to sga@utep.edu. If the bill reader fails to bring the documentation a second time, then the committee has the discretion to remove the bill from consideration.

E. **After Actions Report**

Complete report to include the following:

a. Bill #
b. Description of activity/event
c. Benefits to individuals, organization, or UTEP
d. Copies and/or original receipts of expenditure.