THE UNIVERSITY OF TEXAS AT EL PASO
STUDENT GOVERNMENT ASSOCIATION
GUIDELINES FOR APPROPRIATIONS

ALL BILL REQUESTS MUST BE SUBMITTED THROUGH THE UTEP SGA MINETRACKER ORGANIZATION PAGE

TITLE I – THE APPROPRIATIONS COMMITTEE

ARTICLE I
PURPOSE

Section 1. As stated in the UTEP Student Government Association (SGA) Governing Documents, the appropriations power shall be vested in the UTEP SGA Senate through the SGA Appropriations Committee.

Section 2. The Appropriations Committee shall be responsible for:
1. Assisting the student body in adhering to the Appropriations Guidelines when drafting, submitting, and presenting any bill requests to the UTEP SGA; and
2. Assessing the needs and validity of each bill request and the UTEP student(s) requesting funds in committee; and
3. Screening, recommending, and advising bill requests to the SGA Senate in SGA Senate Sessions; and
4. Creating, maintaining, and dispersing a committee budget in partnership with the SGA President and SGA Senior Coordinator at the beginning of each academic semester; and
5. Creating, maintaining, and dispersing an up-to-date financial report or ledger that will be presented to the SGA Senate and student body each long semester of appropriated monies.

ARTICLE II
RULES

Section 1. All bill requests must be submitted through the UTEP SGA MineTracker organization page[1].

Section 2. The SGA Senior Coordinator in their sole and absolute discretion reserves the right to delay bill requests to the Appropriations Committee if the requesting author(s) submit bill requests that do not include:
1. A completed bill request template[2]
2. A completed Student Travel Request Authorization Form[3]; and/or
3. A completed Student Non-Travel Request Authorization Form[4]; and/or
4. An approved Student Travel Registry[5]; and/or
5. An itemization of expenses; and/or
6. The following items as supporting documentation: all itemized receipts/invoices, and/or invitations, registration confirmations, event programs, transportation itineraries, etc.; and/or
7. An Entertainment Expense Form, a Gift Card Award Log, or a Tangible Gift or Award Log, if applicable.

Section 3. The Appropriations Committee in its sole and absolute discretion reserves the right to request additional documentation to be verified by the SGA Senior Coordinator by the requesting author(s).

Section 4. The Appropriations Committee in its sole and absolute discretion reserves the right to delay the appropriations process if the requesting author(s) is unable to provide sufficient details or evidence to the Committee regarding their bill request.

Section 5. The Appropriations Committee in its sole and absolute discretion reserves the right to appropriate funding on a first-come, first-served basis based on the submission date of the bill request and for the following travel or non-travel activities, events, or projects shown in order of priority:
1. Conferences
2. Academic programs, events, and workshops
3. Philanthropic events

[1] To access the UTEP SGA MineTracker Organization Page, click here: https://minetracker.utep.edu/organization/sga
[2] To access the bill request templates, click here: https://www.utep.edu/student-affairs/sga/documents/appropriations.html
[3] To access the Student Travel Request Authorization Form, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/StudentTravelForm.pdf
[4] To access the Student Non-Travel Request Authorization Form, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/StudentNon-TravelForm.pdf
[5] For more information about the Student Travel Registry, click here: https://www.utep.edu/travel/student/

4. Educational symposiums
5. Graduation events and organization-specific regalia

Section 6. The Appropriations Committee in its sole and absolute discretion reserves the right to allow priority funding to bill requests that closely align with the mission statement of the University of Texas at El Paso and the mission statement of the UTEP Student Government Association.

Section 7. All bill requests must be submitted thirty (30) business days prior to the start of the travel or non-travel related activity, event, or project. Holidays are not included in the thirty (30) business day period.

Section 8. All bill requests will be considered within fifteen (15) business days from the date of the bill's submission by the Appropriations Committee as a first reading. Holidays are not included in the fifteen (15) business day period.

Section 9. A bill request will be considered by the SGA Senate within ten (10) business days of the bill request as a second reading. Holidays are not included in the ten (10) business day period.

Section 10. A bill request will not be considered by the SGA Senate after twenty (20) business days from its second reading unless the Appropriations Committee has tabled the bill request. Holidays are not included in the twenty (20) business day period.

Section 11. The Appropriations Committee in its sole and absolute discretion reserves the right to consider a bill request within the thirty (30) business days prior to the start of the travel or non-travel related activity, event, or project only if the student(s) can present appropriate evidence (an invitation) of their participation within those thirty (30) business days.

Section 12. The Appropriations Committee in its sole and absolute discretion reserves the right to create a group travel or non-travel related bill request if more than three (3) individual students submit a bill request for the same activity, event, or project.

Section 13. The Appropriations Committee in its sole and absolute discretion reserves the right to repossess and redistribute funding from an already appropriated group travel or non-related bill request if additional students submit a bill request for the same activity, event, or project.

Section 14. The Appropriations Committee in its sole and absolute discretion reserves the right to deny funding to bill requests if additional individual students apply for funding which was already appropriated to a group travel or non-related bill request.

Section 15. The Appropriations Committee in its sole and absolute discretion reserves the right to approve, deny, table, or veto any bill request.

Section 16. The Appropriations Committee in its sole and absolute discretion reserves the right to make changes at any time to any bill request.

Section 17. The Appropriations Committee in its sole and absolute discretion reserves the right to correct any grammar and spelling mistakes in any bill request.

Section 18. The Appropriations Committee in its sole and absolute discretion reserves the right to call upon an author(s) to represent their bill request for a first reading in an Appropriations Committee hearing. The Appropriations Committee in its sole and absolute discretion reserves the right to call upon an author(s) to represent the bill request for a second reading in an SGA Senate Session.

1. If the bill request is for an individual participating in a travel or non-travel related activity, event, or project, the author of said bill shall represent.
2. If the bill request is for a group of students participating in a travel or non-travel related activity, event, or project, at least one of the authors of said bill shall represent.
3. If the bill request is for a registered student organization participating in a travel or non-travel related activity, event, or project, at least one currently active member shall represent.
4. The Appropriations Committee Officers will notify the author(s) of the expected dates for the first and/or second reading of their bill request.
5. Failure to appear before the Appropriations Committee or SGA Senate will result in the tabling or dismissal of the bill request at the discretion of the Committee or the SGA Senate.

Section 19. The Appropriations Committee in its sole and absolute discretion reserves the right to determine the amount of funding to be appropriated by the SGA Senate.

Section 20. The Appropriations Committee in its sole and absolute discretion reserves the right to determine when a bill request will be recommended for consideration by the SGA Senate.

Section 21. It is the bill request author(s) responsibility to submit a finalized itemization of expenses and all finalized itemized receipts/invoices/itineraries to the SGA Senior Coordinator no later than ten (10) business days after the last day of the travel or non-travel related activity, event, or project.
1. Failure to submit documentation after ten (10) business days will forfeit appropriated monies.

Section 22. If the SGA Senate determines that there has been a misuse of appropriated funds, the individuals responsible will be subject to investigation and disciplinary action by the Office of Standards and Conduct.

TITLE II – FUNDING

ARTICLE I
PROVISIONS

Section 1. The use of UTEP SGA funds must be for the benefit of the student body or the University.

Section 2. The use of UTEP SGA funds cannot be towards non-University affiliated business, towards payment for a travel or non-travel related activity, event, or project that has already occurred, or the personal benefit of an individual.

Section 3. Funding may be appropriated by the UTEP SGA if at least two different itemized receipts/invoices/itineraries are provided for:

1. Airfare
2. Rental vehicle
3. Lodging (hotel, motel, hostel, inn, online marketplaces like Airbnb)
4. Parking and tolls[6]
5. Public transit (bus, taxi, train, etc.)
6. Rideshares (Uber, Lyft, etc.)
7. Registration fees for seminars/workshops/conferences
8. Flowers and plants[7]
9. Gift cards and gift certificates[8] [9]
10. Tangible gifts and awards[10] [11]
11. Non-consumable supplies used for events[12]
12. Consumable supplies used for events[13]

Section 4. Funding will not be appropriated by the UTEP SGA for:

1. Any form of illegal activity or unlawful act
2. Activities, events, or projects that fund the purchase of alcohol
3. Activities, events, or projects where alcohol will be present
4. Activities, events, or projects where students or organizations earn any type of academic credit, grade, monetary stipend, fundraising, or profit
5. Fees related to the completion of a project, thesis, or dissertation that contributes to undergraduate or graduate degree completion at any University
6. Fees related to professional certification exams or admissions tests
7. Food and beverages
8. General education items (textbooks, school supplies, etc.)
9. Organizational dues or fees
10. Payment or honorarium for a guest speaker
11. Dry cleaning or laundry services
12. Expenses not related to official state business
13. Rental car insurance
14. Sales tax in the state of Texas[14]
15. Occupancy tax in the state of Texas[15]

[6] Parking and toll expenses may be reimbursed up to $10 USD per day of travel.
[7] Flower and plant expenses may be reimbursed up to $100 USD.
[8] Gift cards and gift certificates may be awarded to non-employees for special achievement or outstanding service up to $50 USD per award.
[9] Gift cards and gift certificates may be awarded to human research participants who are non-employees for providing a deliverable or service up to $50 per award.
[10] Tangible gifts and awards include items like plaques, trophies, engraved items, custom-made awards, branded apparel, regalia, medallions, pins, etc.
[11] Tangible gifts and awards may be reimbursed up to $100 USD per award including shipping and/or engraving fees.
[12] Non-consumable supplies used for events include items like decorations, furniture and seating, event equipment, promotional items, etc.
[13] Consumable supplies used for events include items like tableware, sanitation items, hygiene items, first-aid items, emergency supplies, etc.
[14] To access the Texas Sales and Use Tax Exemption Certification, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/Sales Tax.pdf
[15] To access the Texas Hotel Occupancy Tax Exemption Certificate, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/Occupancy Tax.pdf

Section 5. An Entertainment Expense Form[16] must be submitted alongside the itemized receipt/invoice for the following activities:
1. Flowers and plants
2. Gift cards and gift certificates
3. Tangible gifts and awards
4. Non-consumable supplies used for events
5. Consumable supplies used for events

Section 6. A Gift Card Award Log[17] must be submitted alongside the itemized receipt/invoice for the gift card and gift certificate expense.

Section 7. A Tangible Gift or Award Log[18] must be submitted alongside the itemized receipt/invoice for the tangible fit and award expense.

Section 8. Any monies received for the travel or non-travel related activity, event, or project through department funding, sponsorships, donations, etc. must be reported to the Appropriations Committee.
1. Failure to report any monies or the suspicion of being provided misleading information may result in a review of the bill request, the repayment of appropriated funds, a referral to the Office of Community Standards, and/or the inability to request future funds.

Section 9. UTEP SGA funds will be reimbursed to the individual, group, or organization:
1. After the travel or non-travel related activity, event, or project; and
2. Upon submission of all itemized receipts/invoices/itineraries to the SGA Senior Coordinator within ten (10) business days of the conclusion of the travel or non-travel related activity, event, or project.

Section 10. UTEP SGA funds will be reimbursed to the individual, group, or organization through their relevant department, program, or registered student organization cost center.
1. An individual or group of students will be reimbursed through their department or program.
2. An organization will be reimbursed through their registered student organization.
3. Students must refer to the SGA Senior Coordinator for additional information about the process to receive their funds if needed.

ARTICLE II
ELIGIBILITY

Section 1. All individual or groups of students seeking UTEP SGA Appropriations funding must:
1. Be a registered student at the University of Texas at El Paso; and
2. Have maintained a cumulative GPA of 2.5 or above; and
3. Be in good standing with the University and not on academic or disciplinary probation.
4. Undergraduate students must be enrolled in at least twelve (12) semester credit hours during each long semester or must be enrolled in at least three (3) credit hours during the summer semesters.
5. Graduate students must be enrolled in at least nine (9) semester credit hours during each long semester or must be enrolled in at least three (3) credit hours during the summers semesters, or be enrolled in courses that allow them to graduate that semester if it is their last semester.
6. Graduate students who have completed their course work requirements and have their thesis or dissertation work remaining towards the completion of their degree must be enrolled in at least three (3) semester credit hours in the fall spring, or summer semesters. These students must provide a letter from their thesis, dissertation, or project faculty advisor verifying this stipulation.

[16] To access the Entertainment Expense Form, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/UTEP%20Entertainment%20Expense%20Form.pdf
[17] To access the Gift Card Awards Log, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/Gift%20Card%20Award%20Log.docx
[18] To access the Tangible Gift or Award Log, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/Tangible%20Gift%20or%20Award%20Log.docx

Section 2. All student organizations seeking UTEP SGA Appropriations funding must:

1. Be a registered student organization with the UTEP Student Engagement and Leadership Center; and
2. Have up to six (6) active members in the organization that are registered students at UTEP and are in good standing with the University; and
3. Have three (3) officers in the organization: a President, a Treasurer, and a Secretary or Vice-President.
4. If a student organization is seeking UTEP SGA Appropriations during the summer semester, all students within the student organization must be enrolled for the upcoming fall semester.

ARTICLE III
LIMITS

Section 1. Individual Travel

1. For all local travel within twenty-five (25) miles of El Paso, appropriations should not exceed $150 USD.
2. For all other domestic travel, appropriations should not exceed $650 USD.
3. For all international travel, appropriations should not exceed $850 USD.
4. There will be no limitations on the number of bill requests for individuals.

Section 2. Group Travel

1. For all local travel within twenty-five (25) miles of El Paso, appropriations should not exceed $2,000 USD.
2. For all other domestic travel, appropriations should not exceed $9,250 USD.
3. For all international travel, appropriations should not exceed $11,250 USD.
4. Organizations may only submit up to two (2) bill requests in the fall semester, two (2) bill requests in the spring semester, and one (1) bill request in the summer semester.

Section 3. Non-Travel

1. For all non-travel related activities, events, or projects outlined in Title 1, Article 2, Section 5, appropriations should not exceed $2,500 USD.

ARTICLE IV
PERIODS

Section 1. Summer Semester (June to August)

1. The beginning of the summer semester funding period is the first day of class for the Summer I and Full-Term semester, as determined and set by the UTEP Office of Registration and Records.
2. The end of the summer semester funding period is the day summer semester grades are due, as determined and set by the UTEP Office of Registration and Records.

Section 2. Fall Semester (September to December)

1. The beginning of the fall semester funding period is Fall Census Day, as determined and set by the UTEP Office of Registration and Records.
2. The end of the fall semester funding period is the day before the start of the Thanksgiving Holiday, as determined and set by the UTEP Office of Registration and Records.

Section 3. Spring Semester (January to May)

1. The beginning of the spring semester funding period is Spring Census Day, as determined and set by the UTEP Office of Registration and Records.
2. The end of the spring semester funding period is the day before Spring Study Day, as determined and set by the UTEP Office of Registration and Records.

TITLE III – BILL REQUEST PROCEDURE

ARTICLE I
INDIVIDUAL AND GROUP TRAVEL

Section 1. For a bill request to be considered by the Appropriations Committee, it must be typed and submitted as a Word document[19] [20] through the UTEP SGA MineTracker organization page[21].

Section 2. A travel related activity, event, or project bill request must include the following documents:
1. A completed travel bill request template; and
2. A completed Student Travel Request Authorization Form; and
3. An approved Student Travel Registry[22]; and
4. An itemization of expenses; and
5. The following items as supporting documentation: all itemized receipts/invoices and/or invitations, registration confirmations, event programs, transportation itineraries, etc.

Section 3. When a bill request is submitted, the SGA Senior Coordinator will certify the validity of the bill and all required documents. If the bill request is valid and complete, the SGA Senior Coordinator will forward the bill to the Appropriations Committee.

Section 4. The Appropriations Committee will call upon the bill request author(s) to represent their bill request for a first reading in an Appropriations Committee hearing.
1. The bill request author(s) will receive an invitation from the Appropriations Committee Officers with a meeting time and location for their hearing.
2. If the bill request author(s) is unable to attend their hearing, they must notify the Appropriations Committee Officers before the scheduled hearing takes place.
3. Failure to appear before the Appropriations Committee will result in the tabling or dismissal of the bill request.

Section 5. Amendments to the bill request will be accepted up until the first reading at the Appropriations Committee hearing by the bill request author(s).

Section 6. After the Appropriations Committee hearing, the Committee will determine the status of your bill request.
1. If your bill request is approved, the Appropriations Committee will recommend your bill request be placed on the agenda of the next meeting of the SGA Senate with an amount of appropriated monies to be determined by the Committee.
2. If your bill request is denied, the Appropriations Committee will notify you of the reason for their decision. You may resubmit your bill request after five (5) business days of this notification.

Section 7. The Appropriations Committee will call upon the bill request author(s) to represent their bill request for a second reading in an SGA Senate Session.
1. The bill request author(s) will receive an invitation from the Appropriations Committee Officers with a meeting time and location for their bill request reading.
2. If the bill request author(s) is unable to attend their bill request reading, they must notify the Appropriations Committee Officers before the SGA Senate Session takes place.
3. Under exceptional circumstances, if the bill request author cannot be present for the SGA Senate Session they may request a member of the Appropriations Committee to represent their bill request.

[19] To access the Individual Travel Bill Request Template, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/APR%20Bill%20Individual%20Travel.docx
[20] To access the Group Travel Bill Request Template, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/APR%20Bill%20Group%20Travel.docx
[21] To access the UTEP SGA MineTracker Organization Page, click here: https://minetracker.utep.edu/organization/sga
[22] If you are an individual student who does not have a faculty or staff sponsor to complete the travel registry, please contact the SGA Senior Coordinator to complete the travel registry on your behalf. Students who use the SGA Senior Coordinator as their faculty or staff sponsor will not receive priority funding for airfare expenses.

4. Failure to appear before the SGA Senate will result in a one-third (1/3) deduction, the tabling of the bill request, or the dismissal of the bill request.

Section 8. Amendments to the bill request will be accepted up until the second reading at the SGA Senate Session by the Appropriations Committee. Notice of these amendments will be sent to the bill request author alongside their notice to appear before the SGA Senate for the second reading of their bill request.

Section 9. After the second reading in an SGA Senate Session, the SGA Senate will determine the status of your bill request.

1. If your bill request is approved, it is the bill request author(s) responsibility to submit a finalized itemization of expenses and all finalized itemized receipts/invoices/itineraries to the SGA Senior Coordinator no later than ten (10) business days after the last day of the travel related activity, event, or project. Once the SGA Senior Coordinator has certified the validity of these documents, they will authorize the transfer of funds from the UTEP SGA cost center to the cost center listed on the Student Travel Request Authorization Form.
2. If your bill request is denied, the Appropriations Committee Officers will notify you of the reason for the SGA Senate's decision. You may resubmit your bill request after five (5) business days of this notification.

ARTICLE II
NON-TRAVEL

Section 1. For a bill request to be considered by the Appropriations Committee, it must be typed and submitted as a Word document[23] through the UTEP SGA MineTracker organization page[24].

Section 2. A non-travel related activity, event, or project bill request must include the following documents:

1. A completed non-travel bill request template; and
2. A completed Student Non-Travel Request Authorization Form; and
3. An itemization of expenses; and
4. The following items as supporting documentation: all itemized receipts/invoices, and/or invitations, registration confirmations, event programs, transportation itineraries, etc.; and
5. An Entertainment Expense Form, a Gift Card Award Log, or a Tangible Gift or Award Log, if applicable.

Section 3. When a bill request is submitted, the SGA Senior Coordinator will certify the validity of the bill and all required documents. If the bill request is valid and complete, the SGA Senior Coordinator will forward the bill to the Appropriations Committee.

Section 4. The Appropriations Committee will call upon the bill request author(s) to represent their bill request for a first reading in an Appropriations Committee hearing.

1. The bill request author(s) will receive an invitation from the Appropriations Committee Officers with a meeting time and location for their hearing.
2. If the bill request author(s) is unable to attend their hearing, they must notify the Appropriations Committee Officers before the scheduled hearing takes place.
3. Failure to appear before the Appropriations Committee will result in the tabling or dismissal of the bill request.

Section 5. Amendments to the bill request will be accepted up until the first reading at the Appropriations Committee hearing by the bill request author(s).

[23] To access the Non-Travel Bill Request Template, click here: https://www.utep.edu/student-affairs/sga/_Files/docs/APR%20Bill%20Non-Travel.docx
[24] To access the UTEP SGA MineTracker Organization Page, click here: https://minetracker.utep.edu/organization/sga

Section 6. After the Appropriations Committee hearing, the Committee will determine the status of your bill request.

1. If your bill request is approved, the Appropriations Committee will recommend your bill request be placed on the agenda of the next meeting of the SGA Senate with an amount of appropriated monies to be determined by the Committee.
2. If your bill request is denied, the Appropriations Committee will notify you of the reason for their decision. You may resubmit your bill request after five (5) business days of this notification.

Section 7. The Appropriations Committee will call upon the bill request author(s) to represent their bill request for a second reading in an SGA Senate Session.

1. The bill request author(s) will receive an invitation from the Appropriations Committee Officers with a meeting time and location for their bill request reading.
2. If the bill request author(s) is unable to attend their bill request reading, they must notify the Appropriations Committee Officers before the SGA Senate Session takes place.
3. Under exceptional circumstances, if the bill request author cannot be present for the SGA Senate Session they may request a member of the Appropriations Committee to represent their bill request.
4. Failure to appear before the SGA Senate will result in a one-third (1/3) deduction, the tabling of the bill request, or the dismissal of the bill request.

Section 8. Amendments to the bill request will be accepted up until the second reading at the SGA Senate Session by the Appropriations Committee. Notice of these amendments will be sent to the bill request author alongside their notice to appear before the SGA Senate for the second reading of their bill request.

Section 9. After the second reading in an SGA Senate Session, the SGA Senate will determine the status of your bill request.

1. If your bill request is approved, it is the bill request author(s) responsibility to submit a finalized itemization of expenses and all finalized itemized receipts/invoices/itineraries to the SGA Senior Coordinator no later than ten (10) business days after the last day of the non-travel related activity, event, or project. Once the SGA Senior Coordinator has certified the validity of these documents, they will authorize the transfer of funds from the UTEP SGA cost center to the cost center listed on the Student Travel Request Authorization Form.
2. If your bill request is denied, the Appropriations Committee Officers will notify you of the reason for the SGA Senate's decision. You may resubmit your bill request after five (5) business days of this notification.

TITLE IV – APPENDIX

ARTICLE I
DEFINITIONS

Section 1. Activity, Event, or Project – the activities, events, or projects the Appropriations Committee and SGA Senate will appropriate funding for
1. Conferences – a formal meeting in which many people gather to talk about ideas or problems related to a particular topic, usually for several days
2. Academic programs, events, and workshops – a meeting in which people gather for the achievement of acquiring knowledge pertaining to a certain academic topic
3. Philanthropic events – a meeting in which people gather to perform a charitable action that works to help others, a community, or society
4. Educational symposiums – a formal meeting in which many people gather to listen to a qualified professional lead open discussions within a certain academic topic
5. Graduation events and organization-specific regalia – a meeting in which people gather to recognize or celebrate graduating or outstanding members of an organization

Section 2. Bill Request – a request for monies by a student formally submitted as an Appropriations Bill to the Student Government Association Appropriations Committee and Senate

Section 3. Business Day - any day other than a Saturday, Sunday, or holiday beginning at 8:00 AM MST and ending at 5:00 PM MST. When calculating business days, please use the Business Date Calculator[25] on the "Add Workdays" function to add days which exclude weekends and federal holidays.

Section 4. Holiday – any day the UTEP Office of Human Resources Services or UTEP Office of Registration and Records designates as the University being closed

Section 5. Appropriations Committee – a group of duly elected student representatives in the Student Government Association who assess the needs and validity of bill requests from the UTEP student body and recommend appropriations requests to the SGA Senate

Section 6. First Reading – the first formal review of a bill request which occurs during an Appropriations Committee hearing

Section 7. Non-Travel – an event that is held within the boundaries of the University of Texas at El Paso campus and/or the boundaries of El Paso, Texas

Section 8. Second Reading – the second formal review of a bill request which occurs during an SGA Senate Session

Section 9. Travel – the act of participating in an activity, event, or project that is located more than twenty-five (25) miles away from the University of Texas at El Paso campus

[25] To access the Business Date Calculator, click here: https://www.timeanddate.com/date/weekdayadd.html