

CONFERENCE

This conference policy governs all programs, organizations and clubs within the Associated Students that come under the jurisdiction of the Activities Council. It also includes employees and volunteers of the Recycle Center and A.S. Publicity Center. It does not govern A.S. Board members or the Business Office, Personnel Office, Election Board, and Standing Committee personnel, who are not eligible for Activity Council funding.

A. PROCESS

All persons listed above wishing to attend conferences or workshops must come before the Activities Council at least three weeks in advance for funding, to ensure that proper procedures are followed and travel expenses are minimal. For workshops under \$60.00 in total expenses (including registration, travel, per diem, and lodging) the coordinator may either take it out of their budget or request training funds from the Personnel Director.

B. ELIGIBILITY

1. First priority should be given to salaried A.S. employees who could have the greatest impact on the A.S.. The Activities Council will determine if non-salary employees or volunteers should be funded.
2. A.S. clubs may be funded through a grant, loan, or underwrite. **If a club or organization receives a grant, loan or underwrite they must program an on campus activity that reflects the benefits obtained at the conference.** The Activity Council will set up contracts if appropriate.

C. CONFERENCES FUNDED YEARLY

There are organizations who come to the Activities Council every year for funding for a particular conference. The Activity Council may decide to transfer money into appropriate budgets, or set aside a specific amount at the beginning of the academic year.

D. CRITERIA FOR FUNDING

1. What will the attendee get out of the conference? Benefits?
2. What is the total cost of the activity? (Total Cost equals Conference Fee plus Transportation plus Lodging plus Per Diem.)
3. How many people will be impacted by the individual attending the conference?

4. What time of the year is the conference? Will the attendee be involved in the A.S. program the following quarter? ✓
5. How does the attendee plan to utilize the experience? ✓

E. LIMITS ON FUNDING

There is no official limit to the amount funded for a conference. There must be a 2/3 majority vote to fund any conference over \$500.00. This is a decision to be made by the council with consideration of such factors as benefit to the A.S. and the student body at-large.

F. WHAT CAN BE FUNDED

Conferences, workshops and seminars' registration fees, transportation, per diem, and lodging costs may all be requested from the conference funds.

- a. Funding for A.S. Salaried Employees conference registration fees will be taken from the conference funding from the account of Student Development.
- b. Funding for A.S. Clubs may be funded in the form of a grant, loan, or underwrite, from the Club Conferencing account.

G. PER DIEM

- a. Per Diem is a daily allowance for partial coverage of food and personal expenses associated with the trip. Per Diem is allotted at \$20 for each day of travel or conference. (broken down as \$5 for breakfast, \$5 for lunch, and \$10 for dinner).
- b. Per Diem expenses will be reimbursed to the individual after the trip when proof of the trip/event is provided to the AS Business Director and the Finance Office. The ER should be filled out before the trip and proof of the trip can be turned in afterwards so that the ER can be processed and per diem reimbursed. If the per diem exceeds \$25 for the trip/conference, the check may be received prior to the conference per arrangement with the Business Director. There will be no reimbursement for the purchase of alcoholic beverages.
- c. If you are travelling In-State for only one day, per diem is considered taxable income. The amount given to you for per diem will be taxed, showing up on your paychecks as taxes on your W-2.

H. RESPONSIBILITIES

The attendee is required to fill out an evaluation within two weeks of returning from the conference. A copy will be kept on file in the Personnel Office and in the Activities Council's files.

I. CONCLUSION

This is the policy by which the Activities Council shall make conference funding decisions. The Activities Council should use this policy as a base policy and interpretation is open. This policy should be reviewed annually by the Activities Council and should be presented to the Board as an information item.

Interpretation and Enforcement: Business Director, Activities Council

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Approved By: Activities Council

Date Approved: 04/16/01

Organization: Associated Students

