I. CHARGE
To make recommendations to the AS Board of Directors regarding all travel related items such as: centralized budgets, eforms, and policies, etc. with the hope of streamlining processes and creating ease of access to travel.

II. MEMBERSHIP
AS Business Director, Chair
AS Club Business Director (Vice-Chair)
AS VP for Activities
AS VP for Business & Operations
AS VP for Diversity (or ESC designee)
Student Enhancement Fund Coordinator
Club Activities Coordinator

\textbf{AS Personnel Director}

AS Board Program Coordinator
Finance Office Staff
Cindy Monger, Policy Writer/Secretary of Task Force
Business Manager (or designee), Adviser (non-voting)

III. CHAIR
The Chairperson shall be the AS Business Director. They shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the AS Club Business Director and acts in the absence of the Chair.

IV. MEETINGS
The task force shall meet when called upon by the Chair. Meetings shall be called by the Chair with a minimum of forty-eight (48) hours notice. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, voting membership.

V. VOTING
Decisions within the task force shall be made by consensus. However, if consensus cannot be made, any member can make a motion and the task force will move into voting. In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.

VI. QUORUM
A majority of the voting membership seated shall constitute a quorum (during summer a majority of the positions working). If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.

VII. RULES
The task force may adopt and amend rules governing its operation, subject to review by the AS Board of Directors.

VIII. REPORTAGE
The task force shall report to the AS Board of Directors through the Vice President for Business & Operations.

IX. TERM
The task force will be valid throughout the 2017-2018 2018-2019.