SECTION A.

I. Definitions
II. Senate Appropriation funding
III. Eligibility
IV. Travel Guidelines
V. Non-Travel Guidelines

SECTION B.

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II. Writing a Bill
III. Example of Bills
IV. Proposed Budget
V. Ways and Means
VI. After Actions Report

- All Bills should be submitted to the SGA office on disk (Microsoft Word) or emailed to esperanz@utep.edu or mortega@utep.edu

- All Bills should be submitted to the Administrative Assistant 1 and/or Senate Secretary ONLY!
SECTION A.

I. Definitions

A. Appropriation Bill- Any bill presented to the SGA Senate requesting funds.
B. Appropriation Guidelines- Guidelines in which appropriation bills must follow
C. Way’s & Means Committee- Is available to help students/organizations with bills, reviews proposed legislation to correct grammar, spelling, screens, and approves appropriate legislation for presentation to the senate.
D. Finance Committee- Ensures appropriation bills adhere to the appropriation guidelines.
E. After Actions Report- A summary report of the trip or event consisting of how the event benefited the student/organization and how the experience will enrich other students on campus.
F. First Reading- the first formal reading of an appropriation bill occurring at the first SGA general meeting after appropriation bill has cleared with the FinanceWays & Means committee. (All issues pertaining to the Appropriation bills must be resolved prior to the first reading.)
G. Second Reading- The second formal reading of the appropriation bill occurring at the second SGA general meeting after first formal reading (Finalization of the bill. All issues must be resolved in order for approval by the Senate. Bill is considered passed if approved at second reading).

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. Priority funding will be followed based on the mission statement of the
B. 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 for the following:
   - Academic Programs and Events
   - Educational Speakers and Symposiums
   - Conferences and Workshops
   - Banquets
   - Social Events
C. Funding will not be appropriated for items of general educational purposes and;
D. Funding will only be provided for items deemed necessary for competition and;
E. Funding will not be appropriated for any event where fees will be assessed to students and;
F. Funding will not be appropriated to any event that will receive any profit or revenue from any type of student source and;
G. Funding will not be appropriated for students and organizations requesting funds for travel/non-travel event (internships and Co-ops included) when recipients earn any type of academic class credit/grade.
H. Funding will not be appropriated for students and organization for any professional certification, and or any admissions test for graduation/professional schools.
I. The Student Government Association Senate will not reimburse funds already spent unless they have been approved by the Dean of Students and the Senate.
J. 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.

III. Eligibility

A. Organizations
   1. Any organization requesting SGA funds must be a registered organization with the office of Student Affairs/Student Development Center and must be an official sponsored organization.
   2. More than three students with like minds and similar interests under any given college who are asking for travel funds to the same event, must petition as a registered organization.
   3. An organization can only ask for funding a maximum of 5 times per academic year. (For example, two bills in the Spring, two in the Fall and one in the Summer)

B. Individual
   All students obtaining Senate appropriations must have a 2.25 cumulative grade point average.
   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.

C. Graduate
   1. Graduate students must be enrolled for at least six (6) credit hours during long semesters.
   2. Graduate- During one of the two summer semesters must be enrolled for at least three (3) credit hours.
   3. 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.
4. It is necessary for the SGA to ensure that all students traveling are in good academic standing with the university. 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 Assistant 1 then verifies this information.

IV. Travel Guidelines

A. Organizations
   1. All travel appropriations will not exceed (1/3) of the total expenditure or $1,000.00, whichever is the lesser, for University of Texas at El Paso registered organizations.
   2. Organizations may request funding from the Student Government Association Senate a maximum 5 times per academic year. (For example, two bills in the Spring, two in the Fall, and one in the Summer. This applies to both travel and non-travel requests).

B. Individuals
   1. All travel appropriations will not exceed $250.00 per individual student.

C. All travel appropriations will be used for transportation, lodging, and approved miscellaneous expenses.

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 exceeds 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, one of which is by automobile if the trip is less than 1,200 miles round trip.
   3. Gasoline cost will be determined using the average price per gallon in El Paso county and the final travel destination.

G. If the bill is passed, a Student Travel Request Form and Student after Actions Report must be picked up, turned in, and approved from the SGA Administrative Assistant 1 prior to traveling.

H. For individual student travels, all original receipts from the travel event must be included with the after-actions report.

V. Non-Travel Guidelines

A. Non-Travel
   1. 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.
   2. The appropriation limit an organization or student can request from the Student Government Association Senate cannot exceed $2,500.00.
   3. Promptness is highly recommended in that certain items to be purchased must be done through requisition with the Purchasing Office. Please keep in mind the process to follow may vary according to the cost of the items. They are as follows:

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$.01 – 249.99</td>
<td>With permission, the item(s) can be purchased by the</td>
</tr>
</tbody>
</table>
organization, and reimbursed after the receipts are
turned in. Before this is done, the process must be
cleared through the SGA Administrative Assistant 1.

$500.00 – 4999.99  
The item(s) should be created by a purchase order by
using the PBO command in point plus made out by
the SGA Administrative Assistant 1.

$5000.00 – 24,999.99  
Departments must submit a completed purchase
requisition with a minimum of three quotes to the
Purchasing Office. At their discretion, the Buyer may
solicit additional quotes, especially when HUB vendor
procurement opportunities are available.

$25,000 and above  
Departments must submit a completed purchase
requisition with a minimum of one quote to the
Purchasing Office. The Purchasing Office will begin
the formal competitive bid process. The Purchasing
Office will allow a minimum of 14 to 21 days for
advertising, depending on the dollar amount, complexity,
and availability of the procured goods or services.

4. All items purchased off campus will be delivered to the SGA office or
department in which the items will be stored.

SECTION B.

I. Steps to Receiving Funding:

Note: Student/Organization or representative of each cannot be absent from more than one SGA
general meeting; otherwise the appropriation bill will die on the Senate floor.

Note: Finance/Way’s & Mean’s Committee meeting will determine how much the respective bill will
receive, and if the appropriation bill will reach the Senate floor for its first and second
readings.

Please note: The following is a 4 week process, please take this into consideration with the timeliness
of your event.

STEP 1: REVIEW SGA APPROPRIATION GUIDELINES THOROUGHLY
(Available online at the SGA webpage utep.edu/sga or in the SGA office,
Room 304, Union East of UTEP)

STEP 2: FIND OUT WHEN THE DEADLINE TO SUBMIT A BILL INTO
THE SGA OFFICE IN ORDER TO BE CONSIDERED FOR THE NEXT
AVAILABLE FINANCE AND WAY’S & MEANS COMMITTEE
MEETINGS
(Administrative Assistant 1 and/or Senate Secretary should have
information in room 304, Union East Building)
STEP 3: WRITE/SUBMIT APPROPRIATION BILL ALONG WITH STATEMENT OF APPROPRIATION GUIDELINES AND AGREEMENT FORM
(Examples are provided in Appropriation Guidelines, however, if there are any questions feel free to call the SGA office at 747-5584 or stop by. Bills should be submitted to the Administrative Assistant 1 and/or Senate Secretary ONLY)

STEP 4: ATTEND FINANCE AND WAY’S & MEAN’S COMMITTEE MEETINGS DURING SCHEDULED TIMES—BE READY TO ANSWER QUESTIONS PERTAINING TO THE BILL ALONG WITH A PROGRAM ITINERARY
(Person(s) will be provided with meeting times when bill is submitted)

STEP 5: ATTEND THE SGA GENERAL MEETING THE FOLLOWING WEEK TO READ BILL—THIS WOULD BE CONSIDERED READING NUMBER ONE—ONE OF TWO REQUIRED READINGS (IMMEDIATELY FOLLOWING COMMITTEE MEETINGS)
(Person(s) will be provided with SGA general meeting time during committee meetings)

STEP 6: ATTEND THE SGA GENERAL MEETING A SECOND TIME TO READ BILL—THIS WOULD BE CONSIDERED READING NUMBER TWO (THE WEEK AFTER READING NUMBER ONE) (Bill should pass after second reading)

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

STEP 7 (A): WHEN AN INDIVIDUALS/ORGANIZATION’S BILL PASSES (AFTER SECOND READING): FILL OUT TRAVEL REQUEST FORM COMPLETELY IMMEDIATELY AFTER BILL PASSES
—THIS INCLUDES PROPOSED BUDGET FORM
(Administrative Assistant 1 issues this form)
(It is highly recommended to completely fill out this paperwork immediately after bill passes)

STEP 8 (A): TURN IN AFTER ACTIONS REPORT, RECEIPTS AND UNSPENT MONIES NO LATER THAN TWO WEEKS AFTER EVENT TO THE ADMINISTRATIVE ASSISTANT 1
(Administrative Assistant 1 issues this form)

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

STEP 7 (B): WHEN BILL PASSES (AFTER SECOND READING): REPRESENTATIVES MUST SEE ADMINISTRATIVE ASSISTANT 1 TO WORK OUT FORM OF PAYMENT PRIOR TO EVENT
STEP 8 (B): TURN IN RECEIPTS AND UNSPENT MONIES TO THE ADMINISTRATIVE ASSISTANT 1

Please note: After the bill passes it will take 7 to 10 days for funds to be processed before an organization receives money.

II. Writing a Bill

Please Note: Every new minimum time and date of acceptance of appropriation bills will be voted on by the legislative branch prior to accepting bills within the 1st week of the summer and fall semesters.

Information to be put into the bill:
- The specific purpose for the appropriation.
- The dates that the funds are needed.
- The deadline dates for the use of funds.
- The benefits to the students and UT El Paso.
- Organization name/objective
- Purpose of the organization and past goals achieved.
- An attached itemization/proposed budget for the amount requested.

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

Please note: Not providing all of the preceding information may result in a delay in the approval of funds. Bills may not be passed without adequate information.
III. Example of Bills

Example of an Individual Travel Bill (one of three examples)

University of Texas at El Paso
Student Government Association

Joseph D. Ervin

Bill No: Please Leave Blank
Date: September 3, 2002
Authored By: Joseph D. Ervin
Introduced By: Senator's Name Here (Please Leave Blank)
Seconded By: Senator's Name Here (Please Leave Blank)

Title: A bill to appropriate the sum of $250.00 to help defray expenses of sending one student to Tulsa, Oklahoma to attend the Southwest Regional Conference on Christianity and Literature from October 4, 2002 through October 5, 2002.

Whereas: The student attending the conference will partake in events including multiple panel discussions concerning the subject of Christianity as it pertains to Literature and a final dinner where the student will have the opportunity to listen to Li-Young Lee and his thoughts, interaction on the subject; and, Please note use of proper grammar

Whereas: The student attending the conference will have the opportunity to network with other professionals in the field of Literature, as well as Christianity. Furthermore, the student will have the opportunity to present a paper concerning the topic of Literature and Christianity entitled, “A Question of Genre” and will be able to showcase to this conference the type of student this University produces; therefore, Please note use of proper grammar

Be It Enacted: That the 2002-2003 University of Texas at El Paso Student Government Association Senate appropriate the sum of $250.00 to help defray the expenses of sending one student to the 2002 Southwest Regional Conference on Christianity and Literature in Tulsa, Oklahoma, from October 4, 2002 through October 5, 2002, with the stipulation that all unspent monies, after action reports, and receipts be returned by October 17, 2002.

Itemization #1

| Lodging Cost - Conference Hotel (Marriott-one night) | $ 70.00   |
| Registration Cost (Student Fee)                         | $ 70.00  |
| Transportation: HERTZ Rental | $ 32.00 |
| Transportation: Southwest Airline                       | $300.00  |
| TOTAL #1:                                               | $472.00  |

Itemization #2

| Lodging Cost - Motel Six (off Blueberry Rd.-one night) | $ 39.95   |
| Registration Cost (Student Fee)                         | $ 70.00  |
| Transportation: Enterprise Rent-A-Car                   | $ 39.00  |
| Transportation: Delta Airline                           | $325.00  |
| Total #2:                                               | $473.95  |

Please take time to PROOFREAD Appropriation Bills
Example bill of an organization traveling (three of three examples)

The University of Texas at El Paso
Student Government Association
Student Association of Social Workers

Bill No.: Please Leave Blank
Date: October 17, 2002
Authored by: Celia R. Morales
Introduced by: Senator’s Name Here (Please Leave Blank)
Seconded by: Senator’s Name Here (Please Leave Blank)

Title: A bill to appropriate the sum of $750.00 to help defray the expenses of sending 9 members of the Student Association of Social Workers to attend the National Association Social Work (NASW)/Texas Annual Conference which will take place in Houston, Texas, scheduled for November 7 through 9, 2002 at the Adam’s Mark Hotel.

Whereas: The meeting is the yearly meeting for the Texas Chapter of NASW, including the Texas Association of Social Work Deans and Directors, The Texas Field Educators Consortium, Texas Society of Clinical Social Work, Texas Society for Leadership in Health Care, Texas Mental Health Association, and the Texas State Board of Social Worker Examiners. Over 90 sessions will offer the best opportunity in Texas Social Work a perfect learning experience with the added benefit of meeting and networking with social work professionals including probable future contacts for employment; and,

Whereas: The meeting will allow the chapter to foster a greater relationship among other chapters in Texas, as well as between the NASW. This meeting is also an opportunity to showcase the University of Texas at El Paso (UTEP) and recruit undergraduate transfer students as well as graduate students in various fields. There will be presentations by UTEP professors concerning their research and opportunities at UTEP; and,

Whereas: The UTEP Social Work Director has been identified as a contact person to assist NASW/Texas in getting the word out about opportunities for students at our annual conference. The UTEP student Social Workers will serve as volunteers for the duration of the conference and highlight the strengths of the UTEP Social Work program as well as interact with perspective students and faculty. UTEP student Social Workers 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 2002-2003 University of Texas at El Paso Student Government Association Senate appropriate the sum of $750.00 to help defray the expenses of sending 9 members of the Student Association of Social Workers to attend the National Social Work Conference from November 7, through 9, 2002 with the stipulation that all unspent monies, after actions report, and receipts be returned by Monday November 25, 2002.

Please take time to PROOFREAD Appropriation Bills
<table>
<thead>
<tr>
<th>SASW – Itemization #1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loading Cost - Quality Inn Houston (off West Rd.)</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Four person occupancy</td>
<td></td>
</tr>
<tr>
<td>($85.00 per night plus tax)</td>
<td></td>
</tr>
<tr>
<td>Registration Cost - ($25.00 per person)</td>
<td>$ 225.00</td>
</tr>
<tr>
<td>Transportation - UTEP 12 passenger van</td>
<td>$ 147.75</td>
</tr>
<tr>
<td>Plus $.20 per mile</td>
<td></td>
</tr>
<tr>
<td>Total #1</td>
<td>$1,392.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SASW – Itemization #2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loading Cost - Adan’s Mark Hotel Houston</td>
<td>$1,476.00</td>
</tr>
<tr>
<td>Four person occupancy</td>
<td></td>
</tr>
<tr>
<td>($123.00 per night plus tax)</td>
<td></td>
</tr>
<tr>
<td>Registration Cost - ($825.00 per person)</td>
<td>$ 225.00</td>
</tr>
<tr>
<td>Transportation - Caps Rental 15 passenger van</td>
<td>$ 499.95 (+) tax</td>
</tr>
<tr>
<td>(99.95 per day)</td>
<td></td>
</tr>
<tr>
<td>Total #2</td>
<td>$2,200.95</td>
</tr>
</tbody>
</table>
Example of an organization hosting an ON-Campus event (two of three examples)

The University of Texas at El Paso
Student Government Association
Society of Physics Student Affiliation

Bill No.: Please Leave Blank
Date: September 11, 2002
Authored: Juliette M. Mammel, SPSA Member
Introduced by: Senator's Name Here (Please Leave Blank)
Seconded by: Senator's Name Here (Please Leave Blank)
Title: A bill to appropriate the sum of $1,500.00 to help defray the expenses of hosting the Society of Physics Students (SPS) Zone 16 meeting, scheduled for October 25, 2002 through October 27, 2002 at the UTEP campus.
Whereas: This meeting is the yearly business meeting for the SPS chapters of Zone 16, including chapters from Arizona, New Mexico and West Texas. In 2002 our current president, also the Zone 16 counselor, received 1st Place in the SPS Zone 16 Leadership Contest, a former president won 1st Place in the National SPS Leadership Contest, our advisor won the National SPS Advisor of the Year Award, and our chapter is a National SPS Outstanding Chapter; and, Please note use of proper grammar
Whereas: UTEP has recently gained national attention because of the SPS chapter's outstanding service to the community, and the SPS would like to maintain that reputation for all of the students at UTEP. The president of the SPS, Gary White, will represent the national office at the meeting, paying our chapter uncommon attention due to the interest it has gleaned from its many awards. The meeting will allow our chapter to foster a greater relationship among the other chapters in Zone 16, as well as between Zone 16 and the national SPS; and, Please note use of proper grammar
Whereas: There will be several presentations by UTEP professors concerning their research and opportunities at UTEP. The meeting is an opportunity to showcase UTEP, and recruit undergraduate transfer students, as well as graduate students in various fields. There will be multiple presentations done by students to describe the research they have done. It is appropriate for our chapter to offer lodging assistance to the students attending the conference; therefore, Please note use of proper grammar
Be It Enacted: That the 2002-2003 University of Texas at El Paso Student Government Association Senate appropriate the sum of $1,500.00 to help defray the expenses of hosting the Society of Physics Students (SPS) Zone 16 meeting, scheduled for October 25, 2002 through October 27, 2002 at the UTEP campus with the stipulation that all unspent monies, after actions report, and receipts be returned by November 11, 2002.

Please take time to PROOFREAD Appropriation Bills
# SPS-Itemization

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging for 2 nights: 15 rooms $50/room 2nights</td>
<td>$1500</td>
</tr>
<tr>
<td>Friday Reception:</td>
<td>300</td>
</tr>
<tr>
<td>Saturday Round Table Luncheon:</td>
<td>500</td>
</tr>
<tr>
<td>Saturday Dinner:</td>
<td>1000</td>
</tr>
<tr>
<td>Transportation (Shuttle Service):</td>
<td>500</td>
</tr>
<tr>
<td>Publication Costs (Bulletin and Programs)</td>
<td>250</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,050</strong></td>
</tr>
</tbody>
</table>

**We are seeking additional funding through the following sources:**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIE (Saturday Luncheon)</td>
<td>$500</td>
</tr>
<tr>
<td>National SPS Office (Fri. Recept. Sat. Dinner)</td>
<td>500</td>
</tr>
<tr>
<td>President's Office (Sat. Dinner, Trans.)</td>
<td>1000</td>
</tr>
<tr>
<td>Alliance for Minority Participation (Trans.)</td>
<td>300</td>
</tr>
<tr>
<td>College of Science (Publication Costs)</td>
<td>250</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,550</strong></td>
</tr>
</tbody>
</table>
IV. Proposed Budget

I. For travel

A. Transportation Costs

1. Place of destination _______________________________________________
   - Automobile Transportation _________________________________________
     Distance X $.35 __________________________________________________
     (For information on distance call AAA @ 778-9521)
   - 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 ______________________________________

B. 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 _______________________________________

II. Non Travel

1. Location of event _____________________________________________

Breakdown of event costs:

(1) Actual cost per student __________________________
(2) Cost of banquet or other meal _______________________
(3) Cost of other materials _____________________________
V. Ways and Means

Organizations should be prepared to provide the following information at the time of their Ways and Means interview:

- Documentation of the event, including an itinerary.
- Funds raised by the organization.
- Estimate of anticipated funds.
- Contributions by sponsors.
- Money contributed by individual members.

Please note: Any current active member can represent their organizations bill at the Ways and Means meeting, however, they should be prepared to answer in-depth questions in regards to the preceding information. Otherwise, there may be a delay in the approval of funds.

VI. After Actions Report

Example

NAME OF ORGANIZATION: Brisa Ney Sanches   DATE________________

BILL #______________


AFTER ACTIONS REPORT SHOULD INCLUDE:

WHAT WENT ON AT THE CONFERENCE OR EVENT
HOW THIS CONFERENCE OR EVENT HAS BENEFITED YOUR ORGANIZATION AND HOW IT WILL BENEFIT UTEP
EXPLAIN IN DETAIL
ATTACH COPIES AND/OR ORIGINIAL RECEIPTS OF EXPENDITURES

Report:

During the first half of the program Brisa Sanchez attended classes on selected mathematical topics, which include Differential Equations, Probability, Mathematical Modeling using Deterministic and Stochastic models. In addition, she attended talks given by Applied Mathematics professors from Cornell University, by mathematicians that work at the industry, and by the director of the mathematicians that work at the industry, and by the director of the mathematics department at NSA.

Then, the last half of the program, Brisa worked in a team with four other students to work in a research project dealing with prostate cancer. A copy of the final report is attached to this report.
UTEP will benefit from Brisa’s research experience because she will encourage other UTEP students to apply and attend research programs, as well as motivate them to go to graduate school and thus represent UTEP wherever they go.

A copy of a letter of recommendation that Brisa received is attached to this report. This letter describes a little more what MTBI is about.

*Attached to this should be receipts that cover the amount appropriated by the SGA Senate.*

**ATTENTION**

All bills, whether travel or non-travel, applying for appropriated funds from the SGA Senate must be submitted no later than the Monday four weeks prior to the date of the event. The person introducing the bill, or a representative, must be present during the first and second reading of the SGA Senate meeting two weeks after the bill has been submitted and reviewed at all appropriate committee meetings. The SGA Administrative Assistant 1 will provide you with those dates.

Amended by vote of the
Student Government Association
April 27, 2005