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SB09-17/18: Travel Allocation Policy

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1 **The Associated Students of the University of Montana**
2 **Resolution Creating Travel Risk Management Plan**

3 **June 29th 2017**

4 **SB09-17/18**

5 **Authored by: Benjamin Kuiper; ASUM Business Manager;**

6 **Sponsored by:**

7
8 Whereas, The Associated Students of the University of Montana (ASUM) is bound by its Fiscal
9 Policy;

10
11 Whereas, Section 7 “Liability” of ASUM Fiscal policy states:

12
13 *As provided by Board of Regents’ policy, the ASUM’s liability for the actions of*
14 *individuals or organizations is limited to those actions conducted directly with approved*
15 *ASUM funds.*

16
17 Whereas, Student groups may receive ASUM funding for approved travel requests;

18
19 Whereas, Section 14 “Travel” of ASUM Fiscal Policy does not currently require student groups
20 sign any risk management plan prior to the advent of their approved travel;

21
22 Whereas, ASUM assumes liability for all student groups traveling with approved travel
23 allocations;

24
25 Whereas, a Travel Risk Management plan signed prior to a student group’s trip that utilizes
26 ASUM funds would greatly increase ASUM’s awareness of its own liability and would serve to
27 educate the traveling student group about the University of Montana’s existing risk management
28 policies;

29
30 Therefore, Let It Be Resolved, that Section 14 of ASUM Fiscal Policy be amended to read as
31 follows:

- 32 • ***14.5 In order to receive reimbursement for ASUM allocated travel expenditures, the***
33 ***president, risk management officer, or equivalent of the student group that received***
34 ***travel funding must meet with the Office Manager in order to ensure all necessary***
35 ***forms are completed. These forms must then be submitted to the Office Manager, prior***
36 ***to the travel event.***
- 37 • ***14.6 Travel requests must be submitted to the Business Manager by the Friday of the***
38 ***third week of Fall semester and by the Friday of the third week of Spring semester.***
39 ***Requests must be submitted in the semester in which the travel occurs. If a request is***
40 ***placed before the Group Recognition Form deadline, the Group Recognition Form must***
41 ***be submitted in advance of the request.***
- 42 ○ ***14.6.1 The Board shall review all requests during the fourth week of Fall***
43 ***semester and third week of Spring semester. Recommendations will be made to be***
44 ***approved by the Senate.***
- 45 • ***14.7 As with other benefits provided by the ASUM, travel participation approved and***
46 ***obtained through the ASUM shall be limited to activity fee paying members of the ASUM.***

47 *Representatives of the ASUM organizations as stated on the registration form must verify*
48 *the status of each applicant described in the travel request documents filed with the*
49 *ASUM.*

50 • **14.8** *At the end of each Fiscal Year, 75% of the funds left over in the Travel Allocation*
51 *Account shall roll over into the initial Travel Allocation Account balance for the*
52 *following fiscal year. The remaining 25% shall roll over into the Union Emergency*
53 *Account. The Union Emergency Account shall not exceed \$6,000. Should this limit be*
54 *reached, any excess funds shall roll over into or remain in the initial Travel Allocation*
55 *Account for the following year. Any funds, up to \$6,000, remaining in the Union*
56 *Emergency Account at the end of the fiscal year shall remain in that account for the*
57 *following year.*

58 • **14.9** *Funds in the Union Emergency Account are to be used for unforeseen travel by*
59 *Sports and Music Union groups. These funds should be allocated on the basis of*
60 *exceptional events of a prestigious nature, such as national and international events.*
61 *These funds shall only be available upon a 4/5 approval of the Board.*

62

63 Passed by Committee: _____, 2017

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65 Passed by ASUM Senate: _____, 2017

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69 _____
70 Benjamin Kuiper,
Chair of the Board on Budget and Finance

Brenna Love,
Chair of the Senate