



Appropriations

Student Government Association

Room 304
Union East

SGA Appropriations Funding

What we endorse

- Academic Programs and Events
- Conferences and Workshops
- Philanthropy Events
- Educational Speakers and Symposiums
- Banquets
- Social Events

What we don't endorse

- A profit
- Educational Items (School Supplies)
- Receiving credit or a grade
- Certifications or exams
- Reimbursements (unless approved by Dean of Students)
- Internship's travel expenses
- Study Abroads

Non-travel guidelines

- Inside the City of El Paso
- Appropriation limited to \$2,500.00
- UTEP trademark must comply with UTEP licensing program
- Tax Exemption forms
- Documentation should be provided

Eligibility

All students must:

Have a minimum 2.25 GPA

Must be in good standing with the University

Undergraduate

Must be enrolled in:

9 Credit Hours during long semesters

3 Credit Hours in the summer

Graduate

Must be enrolled in:

6 Credit Hours during long semesters

3 Credit Hours in the summer

Out of either session 3 of those hours must be towards their thesis or project.

Their advisors should provide a letter proving the above requirements

Organizations

Student Affairs and the Student Engagement & Leadership Center (SELC)

5 or more students applying for the same trip or event.

The students must be registered for the upcoming semester to receive the funds.

Travel Guidelines

Two Itemizations minimum

You should include the costs of:

- Transportation
- Lodging
- Registration
- Approved Miscellaneous Expenses

You should not include the costs of:

- Food
- Entertainment

Individuals:

Travel Appropriations can not exceed \$350.00 or 1/3 of total expenditure.

No limit in the amount of submissions

Organizations:

Appropriations will not exceed 1/3 of the total expenditure or \$1,500.00 whichever is less.

They can receive funds twice in long semesters and once in the summer.

Road map for funding

- 1) Obtain the proper documentation from the SGA office
- 2) Submit your bill with 20 business days in advance (Holidays Included)
- 3) Attend the first bill reading in front of appropriations committee
- 4) Attend second bill reading in front of the senate
- 5) Complete after actions report

Deadlines

- ✓ All bills (travel or non-travel) applying for appropriated funds from the SGA Senate must be submitted no later than **20 business days** prior to the event
- ✓ When an organization's/individual's bill passes, Travel Request Form should be filled out immediately. If the form is not submitted **7 business days** prior to the event, travel funds will be denied.
- ✓ Once the event is finished, you have **10 business days** to turn in the After Actions Report, receipts, and unspent monies.

The Student Government Association Appropriations Committee reserves the right to recommend lesser amounts or to deny bill upon first reading.