

75th Senate

Fall Session



S.R. 23C

Bill Type: Financial
Policies and Procedures
Change

A Bill To Add Specific Exceptions to A.S. Financial Policies and Procedures

A bill, brought by **Senator Aryaman Singh**, joined by **Senator Yasmine Suuck** to introduce detailed exceptions and one-time exceptions for specific expenditures within the Associated Students Financial Policies and Procedures.

Whereas, the current financial policies and procedures do not provide sufficient flexibility for certain expenditures, limiting the ability of AS Boards, Committees, and Units (BCUs) to effectively operate and support student-focused activities; and

Whereas, the addition of structured exceptions for travel, food expenditures, merchandise, contracts, health and safety, retroactive reimbursements, decorations, personal items, and giveaways will support a wider range of activities while maintaining financial accountability and transparency; and

Whereas, the addition of these exceptions will allow A.S. entities to operate more effectively within established financial boundaries, while still providing for one-time exceptions when justified by the nature of the event or expenditure;

Therefore, be it resolved by Associated Students in the 75th Senate assembled, that **Clause 7** be added to **Section VII** of the A.S. Financial Policies and Procedures as follows:

Clause 7: Specific Exceptions to A.S. Financial Policies

A. Travel

1. **Definition:** Travel expenses include costs associated with transportation, lodging, meals, and incidental expenses related to official UCSB/AS business, such as

attending conferences, meetings, or events that provide direct benefits to UCSB students.

2. Criteria for Consideration:

- Travel must directly relate to UCSB/AS business or activities that offer tangible benefits to UCSB students.
- Prior approval from the Finance Committee is required.

3. Restrictions:

- Non-business-related or personal travel is not eligible for funding.
- Airfare is limited to economy or coach class unless exceptional circumstances justify business class (e.g., long-haul international flights).

4. Documentation:

- Detailed travel itineraries, conference announcements, and pre-approved requisitions must be submitted.
- Itemized receipts for all travel expenses (lodging, meals, transportation) must be submitted within two months of return.
- For private vehicle usage, proof of insurance under UC Policy #7525 is required, along with mileage logs.

5. One-Time Exception:

- A.S. BCUs may apply for more than one exception if the travel request exceeds standard allowances or involves exceptional circumstances, provided the event justifies the additional costs.

B. Food

1. Definition: Food expenditures include the purchase of meals and beverages for AS-sponsored events or meetings that support student engagement and recruitment efforts.

2. Criteria for Consideration:

- Food expenses must be tied to events that actively engage students or contribute to officially sanctioned AS activities.

3. Restrictions:

- An annual cap of \$1,000 per organization.
- Expenditures for social gatherings, off-campus events (excluding Isla Vista), and banquets are not covered.
- Per-person limits are set at \$10 for refreshments, \$14 for breakfast, \$25 for lunch, and \$42 for dinner.

4. Documentation:

- Itemized receipts must be provided, and missing receipts require submission of a Declaration of Missing Evidence form.
- Oral justification at a Finance Board meeting is required.

5. One-Time Exception:

- A.S. BCUs that exceed the \$1,000 cap may apply for one-time exceptions for food expenditures that support critical events.

C. Merchandise

1. **Definition:** Merchandise includes promotional items such as t-shirts, bags, and pens, purchased for the purpose of raising awareness about AS events, campaigns, or initiatives.
2. **Criteria for Consideration:**
 - Merchandise must align with the organization's mission and be used to promote AS campaigns or events.
3. **Restrictions:**
 - Uniforms or apparel that do not serve a promotional purpose are not eligible for funding.
 - Merchandise must be produced in ethical, sweatshop-free environments.
4. **Documentation:**
 - Receipts, supplier details, and proof of ethical production must be provided.
 - A statement explaining the educational or promotional purpose of the merchandise is required.
5. **One-Time Exception:**
 - A.S. BCUs may request more than one exception for merchandise purchases that exceed standard limits, if there is a justifiable need.

D. Contracts

1. **Definition:** Contracts with external entities for services such as hiring speakers or performers must directly support UCSB/AS business activities.
2. **Criteria for Consideration:**
 - Contracts must provide clear benefits to UCSB students.
 - All contracts must be reviewed and approved by the AS Executive Director and the Chief Compliance Officer.
3. **Restrictions:**
 - Contracts must comply with UC and UCSB procurement, insurance, and liability policies.
4. **Documentation:**
 - Contracts must outline the scope of work, deliverables, costs, and timelines, and must be submitted at least two weeks before the event.
5. **One-Time Exception:**
 - A.S. BCUs may apply for multiple exceptions when unique services or high-budget contracts are essential to a major AS event.

E. Health and Safety

1. **Definition:** Expenses necessary for the health and safety of participants at AS events, including first aid kits, sanitization supplies, or security.
2. **Criteria for Consideration:**
 - Health and safety measures must be essential for the event's safe operation.
3. **Restrictions:**

- Only essential items are covered, and expenditures must be proportionate to the event's size.
- 4. **Documentation:**
 - Receipts and justifications for each safety-related purchase must be submitted.
- 5. **One-Time Exception:**
 - A.S. BCUs conducting Large-scale events requiring extensive health and safety measures may request multiple exceptions for exceeding standard budgets.

F. Retroactive Reimbursement

1. **Definition:** Retroactive reimbursements cover expenses incurred without prior AS approval under exceptional circumstances.
2. **Criteria for Consideration:**
 - Reimbursements are only considered for essential expenses that could not be anticipated.
3. **Restrictions:**
 - Retroactive reimbursements require stringent review and approval by a two-thirds vote from both the F&B Committee and the Senate.
4. **Documentation:**
 - Itemized receipts and a detailed explanation of the circumstances must be submitted.
5. **One-Time Exception:**
 - A.S. BCUs may apply for multiple exceptions for retroactive reimbursements, provided the expenses are justifiable.

G. Decorations

1. **Definition:** Decorations used for AS-sponsored events to enhance the atmosphere, such as banners and table settings.
2. **Criteria for Consideration:**
 - Decorations must contribute to the event's objectives and must align with AS values, such as sustainability.
3. **Restrictions:**
 - Expenditures must be modest, avoiding non-essential or luxury items.
4. **Documentation:**
 - Receipts and a justification for how decorations contribute to the event must be submitted.
5. **One-Time Exception:**
 - A.S. BCUs may request multiple exceptions for decorations that exceed the standard budget if necessary for a significant event.