



University of California, Los Angeles
Undergraduate Students Association

FINANCE COMMITTEE

USA Financial Guidelines

- Travel Guidelines
 - General Information
 - All USAC funded travel must be directly related to the activities of the Undergraduate Students Association.
 - Allocations of funds for all travel may only be made for members of the Undergraduate Students Association unless otherwise provided for by the USAC.
 - All travel shall be conducted in the least expensive manner possible.
 - All travel must be approved by the Finance Committee Chair prior to incurring the travel expense, or submitted for the approval of the USAC in accordance with the travel policies.
 - The Finance Committee shall have the authority to make additional travel policies until the USAC can meet and vote on such matters. These policies if approved by a majority of the USAC will become established policies. If not approved, the policies will cease to be enforced.
 - Local Travel
 - Local travel shall be defined within 250 miles of the UCLA campus.
 - All local travel must be made with University vehicles, pursuant to University garage regulations, or in authorized private vehicles in accordance with the Travel policies as outlined by the USAC and Student Government Accounting when University vehicles are used.
 - Garage Procedures
 - Authorized drivers must submit their names and driver's license numbers, and this information must be listed on the travel requisition before it can be processed or a car can be checked out.
 - University vehicles are to be used only for the designated purpose of the trip and in the designated areas as indicated by the information on the travel requisition.
 - Blanket Orders cannot be made with the University Garage without prior approval of Finance Committee or the USAC.
 - Intrastate and Out of State Travel
 - Travel that is not considered to be local travel shall be considered to be Intrastate or Out of State Travel. This type of travel shall include beyond 250 miles from the UCLA campus.

- Intrastate and Out of State Travel will only be permitted for members of the Undergraduate Students Association to attend a conference or convention which benefits the Association.
- Conferences which cost in excess of \$350 must be approved by the Finance Committee and the USAC prior to the date of departure. The conference budget will be examined completely by the USAC and the conference delegates shall be responsible for demonstrating the purpose and benefits of the conference to the USAC.
- Receipts and Reimbursements
 - Only expenses directly related to USAC activities shall be eligible for reimbursement by the USA.
 - When personal vehicles are used, the reimbursements shall consist of gasoline purchases only, and these shall include purchases to and from the USAC activity. The amount of reimbursement shall not exceed \$50.00 per car trip, without prior approval of the Finance Committee.
 - The per diem rate for hotel costs shall not exceed \$35.00 per day per person. The per diem rate for meals and incidental expenses such as parking and transportation shall not exceed \$15.00 per day.
 - Receipts for all monies spent in travel and at conferences must be submitted to Student Government Accounting no later than one (1) week after the completion of the USAC activity.
- Reports
 - For Local, Intrastate and Out of State Travel a report about the conference shall be submitted to the USAC Officer who incurred the travel expense, and the USA President no later than two (2) weeks after the completion of the conference. Any USAC member may request at any time that an oral report be given to the USAC.
 - For any conference which costs in excess of \$250, an oral report must be given by the conference delegates to the USAC within two (2) regularly scheduled USAC meetings after the completion of the conference.
- Retreat Guidelines
 - Annual USA Contingency funding guidelines will be proposed by the USAC Finance Committee at the annual USAC orientation retreat to be approved within two USAC meetings following as to insure consistency in the funding of retreats.
 - Retreats must be approved by the USAC Finance Committee and the USAC prior to the date the retreat is to take place. The retreat budget will be examined by the USAC Finance Committee and those participating in the retreat must be responsible for demonstrating the purpose and benefits of the retreat to that particular USAC Office/Commission/Officially Registered Student Organization.
 - A request for a retreat must include a statement detailing the reasons that the retreat is necessary to the functioning of the USAC Office/Commission/Officially Registered Student Organization. This request (which should include an agenda

- for the retreat) must be submitted to the USAC Finance Committee Chair at least one week prior to the proposed retreat date.
- Only USAC Offices/Commissions/Officially Registered Student Organizations will be eligible for retreat funding.
 - Retreats will be conducted in the least expensive manner possible. On-campus retreats are encouraged.
 - Food Guidelines
 - Funding Through Contingency
 - A request for food must include a statement detailing the reasons that food is necessary to the functioning of the program.
 - For all food-funded requests, only non-alcoholic light refreshments such as cookies and punch will be admissible.
 - All programs requesting funds for light refreshments must state the reasons why the refreshments are necessary for group interaction.
 - Incentives Guidelines
 - Funding through Contingency
 - A request for funding for incentives must include a statement of why these items are needed for the improvement and success of the program.
 - Requests are limited to 2 items per program and the price limit per program is \$100 total.
 - In order to receive funding for incentives, the program must occur on campus.
 - For all incentive requests, items must be purchased at the ASUCLA store.
 - Type of admissible incentives:
 - Emblematic Items:
 - For example: sweatshirts, sweatpants, t-shirts, cups/mugs, binders, hats/visors, pennants, key-chains/lanyards, wallets, or other items with a UCLA logo...
 - All other items are up to the discretion of the Finance Committee
 - Containers/items that promote alcohol consumption will not be approved
 - A copy of the advertisement/email/facebook event must be included in the Contingency application and must state that incentives will be given out at the event.
 - All attendees of the program must have an equal chance to win/receive the incentive(s) funded by Contingency.
 - For all incentive requests, items must be purchased at the ASUCLA store through the use of a Purchase Order (PO) in order to access the 20% discount.
 - All limits and restrictions are subject to the discretion of the Finance Committee.
 - Stipend Guidelines
 - General Stipend Policies

- All individuals receiving a stipend funded by Undergraduate Student membership fees must meet all eligibility requirements as outlined in the Undergraduate Students Association Constitution and Bylaws.
 - No individual may receive more than one stipend nor both work study and a stipend if the stipend is funded by the USA (i.e. a stipend from more than one USA account and/or University account).
 - No person approved by USAC after the 7th week of any quarter shall receive a retroactive stipend. Persons approved after the 7th week shall receive a stipend for the period commencing on the date of their approval.
 - All positions stipended under the Undergraduate Students Association must fall within these guidelines and paid accordingly
 - Stipend Ceiling for Elected Members of the Undergraduate Students Association.
 - For the nine months of the academic year, all USA elected officers shall receive a stipend amount not to exceed the monthly rate of \$325.
 - For the three months of the Summer term, all USA elected officers shall receive a stipend amount not to exceed the monthly rate of \$125.
 - Stipend Ceiling for Student Ex-Officio Member(s) of USAC
 - Student Ex-Officio Member(s) of the Undergraduate Students Association Council shall receive a stipend amount not to exceed the current stipend rate of Elected Members of the Undergraduate Students Association. At present, the Finance Committee Chairperson is the only Student Ex-Officio member of USAC.
 - The Finance Committee Chairperson's stipend shall be paid in the same manner as for all USA elected officers, i.e., for the nine months of the Academic year at a maximum monthly stipend rate of \$325; and for the Summer term months at a maximum monthly stipend rate of \$125.
 - The Finance Committee Chairperson shall serve a 13-month term, and shall be stipended for that duration. The term shall run from June 1 of the current year to June 30 of the following year.
 - Stipend Ceiling for Members of the Finance Committee
 - The Vice Chairperson of the Finance Committee shall receive a stipend amount not to exceed the monthly rate of \$175 for the nine months of the Academic Year.
 - Members of the Finance Committee shall receive a stipend not to exceed the monthly rate of \$50.
- Stipend Ceiling for Appointed Officers of the Undergraduate Students Association. This shall include all appointed officers whose stipends are funded in whole or in part by USA membership fees.
 - Presidential Director: This shall be defined as an appointed officer working directly under the President in a key staff role.
 - Shall receive a stipend amount not to exceed the monthly rate of \$200.
 - Chief of Staff, Assistant Commissioner or Assistant to an Officer (i.e., Assistant Vice President): This shall include any officer delegated the authority to

coordinate the activities and operations of an elected office. This person shall help the elected officer oversee the programs which are under the elected officer's jurisdiction.

- Shall receive a stipend amount not to exceed the monthly rate of \$200.
 - Program Director: This shall include any undergraduate student delegated the authority to coordinate the activities and operations of a specific program, department, or pursuit.
 - Shall receive a stipend amount not to exceed the monthly rate of \$150.
 - Where there are appointed two co-directors, each co-director shall receive a stipend amount not to exceed the monthly rate of \$100.
 - Assistant Director: This shall include any undergraduate student who, in the organizational chart, would have delegated authority from an elected officer or a program director.
 - Shall receive a stipend amount not to exceed the monthly rate of \$100.
 - Staff Assistants: This shall include all officers who, in the organizational chart, are last in the chain of authority who still have a specific area of authority and responsibility.
 - Shall receive a stipend amount not to exceed the monthly rate of \$50.
 - Stipend Ceiling for the Budget Review Director
 - For the nine month Academic Term, the Budget Review Director shall receive a stipend amount not to exceed the monthly rate of \$275; for the Summer Term, the Budget Review Director shall receive a stipend amount not to exceed the monthly rate of \$125.
 - The Budget Review Director shall serve a 13 month term, and shall be stipended for the duration of the term. The term will run from June 1 of the current year to June 30 of the following year.
 - The Vice Chairperson of the Budget Review Committee shall receive a stipend amount not to exceed the monthly rate of \$175 for the nine months of the Academic Year.
 - Stipend Ceiling for the Community Service Mini Fund Committee
 - The Chairperson of the Community Service Mini Fund Committee shall receive a stipend amount not to exceed the monthly rate of \$250.
 - Members of the Community Service Mini Fund Committee shall receive a stipend amount not to exceed the monthly rate of \$150.
 - The Chairperson and Members of the Community Service Mini Fund Committee serve during the nine month Academic Term.
- Stipend Ceiling for the Election Board
 - The Chairperson of the Election Board shall receive a stipend amount not to exceed the monthly rate of \$175.
 - Members of the Election Board Executive Committee shall receive a stipend amount not to exceed the monthly rate of \$125.
- Stipend Ceiling for Undergraduate Students Association Standing Committees
 - Undergraduate Students Association Standing Committees whose members are stipended shall receive a stipend amount not to exceed the monthly rate of

§175. The Election Board, which is specified in Article IV.A. of the Undergraduate Students Association Bylaws as a Standing Committee, is dealt with separately in Article IV.E.8. of these Guidelines.

- Stipend Ceiling for Officially Registered Student Organization Officers.
 - The President or Chief Operating Officer of any Officially Registered Student Organization shall receive a stipend amount not to exceed the monthly rate of \$275.
 - The Vice President or the officer of any Officially Registered Student Organization who, organizationally is second in line of authority, shall receive a stipend amount not to exceed the monthly rate of \$200.
 - All elected Officers of any Officially Registered Student Organization who, organizationally receive their authority from the President or Vice President of the relevant Officially Registered Student Organization shall receive a stipend amount not to exceed a monthly rate of \$150.
 - Any appointed officer by an Officially Registered Student Organization elected officer shall receive a stipend amount not to exceed the monthly rate of \$100.