Finance Committee Guidelines 2019-2020

Organization Allocation Guidelines:
1. Current documentation is required for consideration of funding of any category.
2. The Finance Committee reserves the right to comprehensively review all event allocation requests, as well as any past allocation requests involving the respective organization.
3. The Student Senate Finance Committee/GSA Finance Committee will not approve funding for any event, conference, or competition that occurred prior to the Student Senate Finance Committee’s/GSA Finance Committee’s reviewal.

Campus-wide Event Guidelines:
1. Funding for food in accordance with the Student Government Codes will be $8.00 per person.
2. Cutlery, as defined by paper plates, napkins, and utensils will be funded as follows:
   a. Expected attendance 1-49: $10
   b. Expected attendance 50-99: $25
   c. Expected attendance 100+: $50
3. Recruitment events will not be funded for any organization.
4. Regularly scheduled meetings will not be funded for any organization.
5. All events funded through the Student Activity Fee must be open to the entire Student Body.

Special Guest Guidelines:
1. The Student Senate Finance Committee will allocate a maximum amount of $1,000 towards an artist/speaker fee for performances.
2. No private lessons for organizations will be funded.
3. No monies will be allocated towards travel, hotel, or accommodations for the special guest.
4. No USC faculty or staff will be funded.

Conference Travel Guidelines:
1. No international travel expenses or any other associated costs will be funded.
2. A maximum of five (5) people will be funded for a conference.
3. Lodging expenses for conferences will be allocated as one (1) room per conference or one (1) home-sharing location per conference, up to $200 per night. Except in the case where the attendees are male and female in which case each sex may be allocated for one (1) room per conference up to $400.
4. If lodging expenses exceed this rate, the finance committee may, by a vote of a majority of members, allocate additional funds to lodging. This should only occur if no lodging options can be found with such a cap in a reasonable distance from the conference. The Senate must be notified prior to passage of the exception.
5. No parking fees, taxis, shuttles, or taxi-like services will be funded/reimbursed.
6. Food will not be funded for conferences.
7. A post conference report should be submitted to Student Government no later than two weeks following the conference.
8. Total funding for conferences will be allocated no more than $2,000 per conference.
**Competition Travel Guidelines:**

1. No international travel expenses or any other associated costs.
2. A maximum of three (3) people will be funded for a competition.
3. Only one (1) flat rate competition registration fee may be funded.
4. Lodging expenses for competitions will be allocated as one (1) room per competition or one (1) home-sharing location per tournament, up to $200 per night. Except in the case where the attendees are male and female in which case each sex may be allocated for one (1) room per conference up to $400.
5. If lodging expenses exceed this rate, the finance committee may, by a vote of a majority of members, allocate additional funds to lodging. This should only occur if no lodging options can be found with such a cap in a reasonable distance from the conference. The Senate must be notified prior to passage of the exception.
6. No parking fees, taxis, shuttles, or taxi-like services will be funded/reimbursed.
7. Food will not be funded for competitions.
8. A post competition report should be submitted to the Student Government no later than two weeks following the competition.
9. Total funding for conferences will be allocated no more than $2,000 per competition.