

BP001-SP21
Proposal Calling for Per Diem System Installation
Sponsor: Senator Pariso

Under the advisory of: Executive Treasurer Lorenz, Executive Secretary Mecyssine

WHEREAS there are no current guidelines regarding reimbursable expenses as it pertains to organizations' conferences events and other trips, and;

WHEREAS there is currently some confusion over what is reimbursable and what is not reimbursable when it comes to food, travel, and lodging, and;

WHEREAS the line item code 50430 in organization budgets currently allows for general travel, conference, and retreat expenses, but needs to be more specific regarding what can and cannot be reimbursed, and;

WHEREAS organizations are only allocated a certain amount of funds for their conferences, retreats, and other trips, instituting this system will allow for more specified budgeting strategies,

LET IT BE RESOLVED by the Valparaiso University Student Senate here assembled that the following be added to the Student Senate Bylaws to the Constitution to take effect in the Fall 2021 semester:

Bylaw XV Section K: "Per diem System and Travel Regulations."

Clause 1 Approval

- A. Trips as specified in the conferences and events section of organizations budget
- B. Trips and expenditures must be pre-approved by the organization President through email or written signature.
- C. Each person on the trip wishing to get reimbursed must download the Excel spreadsheet (located on the Senate website) and complete it accurately during the trip. Once the trip has concluded, the Excel spreadsheet must be approved by the organization president, the organization advisor, and the Senate Executive Treasurer(s).
- D. Each person on the trip must also submit proof of mileage as detailed in Clause 3. Each person on the trip must submit appropriate receipts for lodging as detailed in Clause 4.
- E. Mileage, food, and lodging will not be reimbursed for any home games or trips that occur in the Valparaiso, Indiana area (within a 50-mile radius).
- F. If the amount of money spent on the conference exceeds the money allotted, only the money allotted will be reimbursed unless a line item shift is completed.

Clause 2 Meal reimbursement

- A. The rates for each meal are set as follows: \$10 will be provided for breakfast, \$15 will be provided for lunch, \$18 will be provided for dinner. No receipts need to be provided.
- B. The meal per diem will be provided only if the trip exceeds 10 hours.
- C. If the conference provides a meal, no per diem will be provided for that specific meal.
- D. If the hotel and lodging provides complimentary breakfast, no per diem for this meal will be provided.

- Clause 3 Mileage reimbursement
- A. Travel by car will be reimbursed by mileage (e.g. not by gas receipt).
 - B. Travel by car will be reimbursed by \$0.20 per mile, with a cap of \$75 per car per trip.
 - C. A screenshot of Mapquest, Google Maps, or similar mapping program must be submitted as proof of mileage. Mileage begins when the car leaves the Valparaiso University campus and ends upon returning to campus.
 - D. No rental cars will be reimbursed.
 - G. Parking will be reimbursed, including airport parking, up to \$15 per day. Receipts for parking must be submitted.
 - H. Valparaiso University waves all university liability for accidents, stolen items, maintenance, vehicle care, or anything not specifically enumerated in this Bylaw.
- Clause 4 Lodging reimbursement
- A. Reimbursement for lodging requires a paid receipt that must be submitted with the expense report.
 - B. Lodging will only be reimbursed for the duration of the conference/event. No additional days will be covered.
 - C. Student Senate is not responsible for any damages, misplaced, or stolen items that may occur during the duration of stay.
 - D. Student Senate will cover the cost of room alone. Any additional charges incurred will be covered out of pocket by the attendee.
- Clause 5 Airfare reimbursement
- A. Airfare travel will be allowed on a case by case basis. All requests must be approved by the Executive Treasurer.
- Clause 6 Registration
- A. If a conference requires payment to register, receipts need to be included within the expense report.