

**BP001-SP22**  
**Proposal Calling for Per Diem System Clarification**

**Sponsor: Senator Pariso**

**Under the advisory of: Vice President Jacobs, Executive Treasurer Lorenz**

**WHEREAS** the current guidelines regarding reimbursable expenses does not clarify current regulations of per diem rules outlined by the Student Senate, and;

**WHEREAS** clarifying 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 2022 semester:

Article XII, Section I of the Bylaws: “Recognized Student Organization Spending Guidelines”

Clause 1        The appropriate committee shall not approve requests containing the following items:

1. Memorials, donations, and contributions
2. Individual member dues, initiation fees, or ritual fees charged by a parent organization
3. Conference expenses outside of the approved per diem rate for lodging, transportation, and registration fees
4. Food purchased for general or executive board meetings
5. “Slush,” “miscellaneous” and “special appropriations” funds, etc.
6. Protests to express political opinions

Clause 2        Approval

1. Trips as specified in the conferences and events section of organizations budget
2. Trips and expenditures must be pre-approved by the organization President through email or written signature.
3. 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).
4. 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.
5. 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).
6. If the amount of money spent on the conference exceeds the money

allotted, only the money allotted will be reimbursed.

Clause 3      Meal reimbursement

1. 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.
2. The meal per diem will be provided only if the trip exceeds 10 hours.
3. If the conference provides a meal, no per diem will be provided for that specific meal.
4. If the hotel and lodging provides complimentary breakfast, no per diem for this meal will be provided.

Clause 3      Mileage reimbursement

1. Travel by car will be reimbursed by mileage (e.g. not by gas receipt).
2. Travel by car will be reimbursed by \$0.20 per mile, with a cap of \$75 per car per trip.
3. 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.
4. No rental cars will be reimbursed.
5. Parking will be reimbursed, including airport parking, up to \$15 per day. Receipts for parking must be submitted.
6. 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

1. Reimbursement for lodging requires a paid receipt that must be submitted with the expense report.
2. Lodging will only be reimbursed for the duration of the conference/event. No additional days will be covered.
3. Student Senate is not responsible for any damages, misplaced, or stolen items that may occur during the duration of stay.
4. Student Senate will cover the cost of the room alone. Any additional charges incurred will be covered out of pocket by the attendee.

Clause 5      Airfare reimbursement

1. Airfare travel will be allowed on a case by case basis. All requests must be approved by the Executive Treasurer.

Clause 6      Registration

1. If a conference requires payment to register, receipts need to be included within the expense report.

- Clause 7      For conference requests, the appropriate committee will consider reasonable transportation, lodging, and registration costs to be appropriated according to demonstrated fiscal need, fiscal history, precedent set at the discretion of the Operations Committee, the number of members of said organization attending, and to the anticipated benefit to the Student Body from said event/conference.
- Clause 8      Stipends will only be budgeted for recognized student organizations within the Programming Commission, Media Commission, Honor Council, and Student Senate. Organizations within these commissions can be found in [Addendum II](#) to the Bylaws to the Constitution.
- Clause 9      Reasonable funding requests for speakers shall be considered with consideration of other possible funding sources.
- Clause 10      Funding requests for uniforms will be considered if the uniforms are to remain in the organization for a period of at least two years.
- Clause 11      Apparel may be purchased by organizations if the total amount is less than or equal to 10% of the organization's overall budget.