

**STUDENT SENATE BYLAWS**  
**CHAPTER XIII**  
**TRAVEL ADVISORY BOARD**

**SECTION 1: PURPOSE**

The Travel Advisory Board (TAB) shall review all travel funding requests of Student Senate members and Student Senate Service Coordinators totaling \$100.00 or more and advise the Student Senate on proper funding allocations.

**SECTION 2: MEMBERSHIP**

The TAB shall consist of:

- The Student Body President (non-voting chair)
- The Director of Student Affairs for Student Cabinet
- The Director of Academic Affairs for Student Cabinet
- The Director of Finance for Student Cabinet
- The Director of University Relations for Student Cabinet
- The Director of Diverse Relations for Student Cabinet

**SECTION 3: FUNDING**

The TAB shall be allocated funds during the Student Cabinet budget meeting on the Student Cabinet summer retreat.

**SECTION 4: ALLOCATION PROCESS**

- A. Any voting member of the Student Senate, associate member of Student Senate, or position hired by Student Senate may apply for TAB funding.
- B. The application must be submitted legibly printed (preferably typed) on the application format provided in these bylaws to the Student Body President. If more than one person is traveling for the same reason they shall submit their application together. It should be as specific and detailed as possible as it will be used to determine the amount of funding allocated.
- C. Applications must be submitted during the semester that the travel is to take place, but prior to the travel itself. If this is not possible due to extenuating circumstances, explain these circumstances on the application and the TAB will grant an extension. Under such circumstances, the application must still be submitted prior to the travel.
- D. Once the application has been submitted the Student Body President must schedule a TAB hearing at least one week later, but not more than two weeks later. All TAB members and the applicant must be notified of this hearing by the President at least three days prior.
- E. It is strongly recommended that TAB members use these three days to review the application and research the reason for travel, so that background detail is not necessary during the hearing.
- F. The applicant will be invited to the hearing and will be given an opportunity to further inform the TAB about the reason for travel, clarify the application, and answer any questions.
- G. The TAB shall deliberate on allocating funds for the travel and shall first vote on whether the TAB shall endorse using any funds for this purpose. If the TAB has a simple majority vote to use some funds, it will then deliberate on how much funds will be given. The maximum funding is \$800 per person per application and a person can only receive this funding twice in an academic year.

- H. In order to ensure the elimination of personal bias, when a TAB member chooses to vote against funding they shall provide their reasons based with facts and background research.
- I. If the TAB votes to not fund the travel, no funds can be disseminated from the Student Cabinet budget toward the travel.
- J. If the TAB votes to fund or partially fund the travel the amount of suggested funding shall be forwarded to the entire Student Senate at its next meeting. Student Senate shall approve the funding by a vote of two thirds. Student Senate does not have the right to alter the funding amount, but may choose to not to fund the travel.
- K. All expenditures will follow the established procedures of Student Senate and the UC Business Office.
- L. Within thirty days of the travel a typed report about the benefit of the travel must be submitted to the Student Body President. This report will be made available to all Student Senate members. Also, the final expenditures must be turned into the Director of Finance for Student Cabinet and the Student Senate Advisor to verify that that the expenditures were used for what was approved in the application.
- M. The National Service Exchange Coordinator is exempt from the monetary restriction.
- N. If a member of TAB is applying for travel funding, they may not vote for or against their funding. The Student Body President shall have the tie-breaking vote.

**SECTION 5: AMENDMENTS**

All amendments to this chapter of the bylaws must be approved by a majority vote of the TAB before they are proposed to the entire Student Senate.

*Revised , October 2009*

**TRAVEL ADVISORY BOARD  
TRAVEL APPLICATION**

Name(s) \_\_\_\_\_

Current Student Senate Position(s) \_\_\_\_\_

Date submitted \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Classification:      FR                  SOPH                  JR                  SR                  GRAD

Travel Destination \_\_\_\_\_

Travel Dates \_\_\_\_\_

Explain the reason for traveling:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly how this travel will fulfill the duties and responsibilities of your office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this travel benefit the student body:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Requested (cannot exceed \$800) \_\_\_\_\_

Please include a detailed budget of the expenditures for travel.

You may attach up to two other sheets of paper explaining the importance and student benefit of this travel.