



ASUN Operating Procedure – 4021

Operating Procedure Synopsis

Title: Student Travel Authorizations and Reimbursement

Approval Date/Revision Date(s):

Review Date(s): 7/2019, 7/2020, 7/2021

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Director for Student Support and Engagement

A. Purpose and Scope

The purpose of the Student Fundraising standard operating procedure is to ensure student travel authorizations are fair and equitable for registered student organization members. This operating procedure is applicable to all students, faculty, and staff who participate or supervise fundraising activities for registered student organizations.

B. Definitions

Registered Student Organization (RSO)-An approved Arkansas State University-Newport student group.

Student Fundraising Activity-An approved student activity that allows registered student organizations raise funds to be put toward a particular cause, event, or other approved recipient.

C. Procedures

Arkansas State University-Newport will follow the procedure for submitting travel authorizations and reimbursements related to student travel.

Step 1

Student Activity Request Form will be submitted to the Director for Student Support and Engagement (samantha_harris@asun.edu).

Step 2

If the Student Activity is approved by the Director for Student Support and Engagement, the members of the student organization will submit travel authorizations for the off-campus travel. The completed travel authorizations will be reviewed by the Vice Chancellor of Student Affairs and the ASU-Newport Executive Cabinet.

Step 3

If the Travel Authorizations are approved, determine how much of the travel costs will be incurred by the student out of pocket or covered by proceeds from fundraising activities.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- Below is a breakdown of the percentages covered by each party.

Item	Percentage of Cost covered by ASU-Newport Activity Fee	Percentage of Cost covered out of pocket or by Student Fundraising Efforts
Registration	50%	50%
Travel (Flight, mileage, etc.)	50%	50%
Lodging	50%	50%
Food	50%	50%
Miscellaneous	50%	50%

- Registered Student Organizations have the option to engage in approved fundraising activities to offset the costs associated with institutional travel. Refer to SOP 4019 Student Activity Fundraising for information to request a fundraising activity.
- Exceptions to the above breakdown will be approved by the ASU-Newport Executive Cabinet.

Step 4

Travel Reimbursements will follow the policy. Click [here](#) to access Travel Frequently Asked Questions.

D. Related Information

Student Activity Form Request

https://files.asun.edu/student_affairs/ASUN_Student_Activity_Request_Form.pdf

ASU-Newport Student Handbook “Fundraising Solicitation Policy”

https://files.asun.edu/student_affairs/2020-2021_ASU-Newport_Student_Handbook.pdf

SOP Student Affairs 4019 Student Activity Fundraising

[https://asun.sharepoint.com/sites/employee_center/Shared%20Documents/Shared_Leadership/Standard%20Operating%20Procedures%20\(SOP\)/4000s%20Student%20Affairs/4019%20Student%20Fundraising%20\(v2021\).pdf](https://asun.sharepoint.com/sites/employee_center/Shared%20Documents/Shared_Leadership/Standard%20Operating%20Procedures%20(SOP)/4000s%20Student%20Affairs/4019%20Student%20Fundraising%20(v2021).pdf)