

An Act Amending the Standing Rules of the Council of Graduate Students Travel Spending Policy

Author: David Bowers Sponsor: The Executive Committee

Section 1. The purpose of this act shall be to revise the Standing Rules of The Council of Graduate Students (CGS) as it pertains to spending for travel.

Section 2. WHEREAS the current Standing Rules spending policy on travel reads as follows:

“Travel approved for graduate students representing CGS at conferences, meetings and at other events shall be fully funded for transportation, lodging, and other approved expenses in accordance with the Travel Policy and Procedures section of The Ohio State University Operating Manual. (This document outlines policies for various types of travel expenses, as well as procedures for reimbursement, receipts, and *per diem* expenses.) Funds shall be allocated under the categories "NAGPS Travel" or "Travel" within a specific committee's section on the CGS budget. In no instance shall CGS travel funds go to any individual who is not a graduate student at The Ohio State University. If alternate sources of funding are available to cover part or all of the travel expenses, individuals are expected to make maximal use of them.

The Executive Committee may approve travel requests except in the following instances, which require the approval of the Council:

- (1) The total cost requested per trip for all individuals exceeds \$2,000;*
- 2) The cost for any individual person exceeds \$750; or*
- (3) The request would result in an individual receiving more than \$1,000 in total reimbursed CGS travel expenses during a fiscal year.*

This policy will take effect as of January 2002.”

Section 3. WHEREAS, in the thirteen years since this policy was adopted, travel costs have increased and individual reimbursements have changed as the result of university travel policies,

Section 4. THEREFORE LET IT BE RESOLVED that, in order to both respond to increased costs of travel and ensure adequate oversight of travel related spending, the above **highlighted** portion of the Standing Rules spending policy shall be amended to read as follows:

The Executive Committee may approve travel requests except in the following instances, which require the approval of the Council:

- (1) The total cost requested per trip for all individuals exceeds \$4,000;*
- 2) The cost for any individual person exceeds \$1000; or*
- (3) The request would result in an individual receiving more than \$2,000 in total CGS travel expenses during a fiscal year.*

This policy will take effect as of July 2015

Date Approved: _____

David D. Bowers, President