
OPERATING RULE-SECTION FOUR

400.4 TRAVEL FUNDS

400.41 National Championship Fund

A. General Purpose

1. The National Championship Fund shall exist in order to support clubs and organizations managing their travel costs to attend national competitions.
2. Clubs and organizations must qualify for a national competition before applying for National Championship Funds or the Student Organizations & Leadership (SO & L) Advisor can attest that the competition is the highest level within the sport.
3. All applicants must be recognized organizations as defined by those groups having filed the necessary campus organization registration forms with the Sacramento State Student Organizations and Leadership Office and deemed in “good standing.”
4. Each applicant may receive a maximum of up to \$1,000 per organization. A club or organization may not be funded more than two (2) consecutive years.
5. Only direct travel expenditures will be funded. This includes, but is not limited to: airline tickets, vehicle rental, rideshare and gas/mileage.
6. This eligibility is separate from the organization’s DOC eligibility.
7. All receipts for reimbursement must be submitted no later than June 1 of the fiscal year they are requested.

B. Allocation of Funding—the funds will be allocated on first come first served basis. Funding decisions will be done in a viewpoint neutral manner and will not be based on the organization’s point of view. Amounts allocated will depend on basis of the travel destination time.

Allocation for National Championship Fund based on location.

	Pacific	Mountain	Central	Eastern
Up to:	\$625	\$750	\$875	\$1,000
	California	Arizona	Alabama	Connecticut
	Nevada	Colorado	Arkansas	Delaware
	Oregon	Idaho	Illinois	Florida
	Washington	Montana	Iowa	Georgia
		New Mexico	Kansas	Indiana
		Utah	Louisiana	Kentucky
		Wyoming	Minnesota	Maine
		Alaska (1)	Mississippi	Maryland
			Missouri	Massachusetts
			Nebraska	Michigan
			North Dakota	New Hampshire
			Oklahoma	New Jersey
			South Dakota	New York
			Tennessee	North Carolina
			Texas	Ohio
			Wisconsin	Pennsylvania
				Rhode Island
				South Carolina
				Vermont

Virginia
Washington DC
West Virginia
Hawaii (2)
International (3)

- * (1) Alaska is included under Mountain since it is 1 hour behind CA instead of 1 hour ahead.
- * (2) Hawaii is included under Eastern since it is 3 hours behind CA instead of 3 hours ahead.
- * (3) International Travel will receive up to \$1,000

C. Disqualification of Applicants—any club or organization that receives money from the National Championship Fund is not eligible to receive any money from any other ASI travel fund for the same event.

D. Appeal of National Championship Funding

All decisions of Associated Students, Inc. (ASCSUS) are final unless appealed in accordance with this section of the National Championship Fund operating rule.

1. Grounds for Appeal

Appeals regarding the National Championship Fund process must be filled in accordance with the guidelines below.

If ASI denies an application for reimbursement funding to a club or organization, ASI must:

- (a.) Issue its decision in writing to the department /program director, and
- (b.) Identify the specific reason (s) for the denial.

If the department/program director disagrees with the decision, the department /program may request an appeal of the decision to ascertain that the process and determination was made per the guidelines and rules of the funding process with viewpoint neutrality requirement.

2. Appeal Process

Generally

If the department /program contends that ASI's decision violates or did not comply with the viewpoint neutrality requirement, the department/program may file an appeal within five (5) business days after receipt of the written decision to file an appeal.

Such appeal must be in writing and state the reason the department /program believes the application was wrongfully denied. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy of whether viewpoint or opinion played an impermissible role in the denial.

The CSUS Vice President of Student Affairs (VPSA) or VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than five (5) business days following receipt of the appeal.

OPERATING RULE-SECTION FOUR

Standard of Review

The VPSA or VPSA's designee shall determine "de novo" (i.e., without any deference to the decisions below whether the funding decision complied with the policy or whether it violated the viewpoint neutrality requirement.

Authority and Jurisdiction

Decisions, once reviewed and approved by the CSUS VPSA, are final and binding.

400.42 National Transportation Funding

A. General Purpose

1. The National Transportation Fund shall exist in order to support clubs and organizations managing travel expenses to attend national conferences.
2. Clubs and organizations must be attending a national conference in order to apply for National Transportation Funds.
3. All applicants must be recognized organizations as defined by those groups having filed the necessary campus organization registration forms with the Sacramento State Student Organizations and Leadership Office and deemed in "good standing."
4. Each applicant may receive a maximum of up to \$1,000 per organization. A club or organization may not be funded more than two (2) consecutive years.
5. Only direct travel expenditures will be funded. This includes, but is not limited to: airline tickets, vehicle rental, rideshare and gas/mileage.
6. This eligibility is separate from the organization's DOC eligibility.
7. All receipts for reimbursement must be submitted no later than June 1 of the fiscal year they are requested.

B. Allocation of Funding— the funds will be allocated on first come first served basis. Funding decisions will be done in a viewpoint neutral manner and will not be based on the organization's point of view. Amount allocated will depend on basis of the travel destination time.

C. Disqualification of Applicants—any club or organization that receives money from the National Transportation Fund is not eligible to receive money from any other ASI travel fund for the same event.

Allocation for National Transportation Fund based on location.

	Pacific	Mountain	Central	Eastern
Up to:	\$625	\$750	\$875	\$1,000
	California	Arizona	Alabama	Connecticut
	Nevada	Colorado	Arkansas	Delaware
	Oregon	Idaho	Illinois	Florida
	Washington	Montana	Iowa	Georgia
		New Mexico	Kansas	Indiana
		Utah	Louisiana	Kentucky
		Wyoming	Minnesota	Maine
		Alaska (1)	Mississippi	Maryland
			Missouri	Massachusetts
			Nebraska	Michigan
			North Dakota	New Hampshire

Oklahoma	New Jersey
South Dakota	New York
Tennessee	North Carolina
Texas	Ohio
Wisconsin	Pennsylvania
	Rhode Island
	South Carolina
	Vermont
	Virginia
	Washington DC
	West Virginia
	Hawaii (2)
	International (3)

*(1) Alaska is included under Mountain since it is 1 hour behind CA instead of 1 hour ahead.

*(2) Hawaii is included under Eastern since it is 3 hours behind CA instead of 3 hours ahead.

*(3) International Travel will receive up to \$1,000

D. Appeal of National Transportation Funding

All decisions of Associated Students, Inc. (ASCSUS) are final unless appealed in accordance with this section of the National Transportation Fund operating rule.

1. Grounds for Appeal

Appeals regarding the National Championship Fund process must be filled in accordance with the guidelines below.

If ASI denies an application for reimbursement funding to a club or organization, ASI must:

- (a.) Issue its decision in writing to the department /program director, and
- (b.) Identify the specific reason (s) for the denial.

If the department/program director disagrees with the decision, the department /program may request an appeal of the decision to ascertain that the process and determination was made per the guidelines and rules of the funding process with viewpoint neutrality requirement.

2. Appeal Process

Generally

If the department /program contends that ASI's decision violates or did not comply with the viewpoint neutrality requirement, the department/program may file an appeal within five (5) business days after receipt of the written decision to file an appeal.

Such appeal must be in writing and state the reason the department /program believes the application was wrongfully denied. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy of whether viewpoint or opinion played an impermissible role in the denial.

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The CSUS Vice President of Student Affairs (VPSA) or VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than five (5) business days following receipt of the appeal.

Standard of Review

The VPSA or VPSA's designee shall determine "de novo" (i.e., without any deference to the decisions below whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

Authority and Jurisdiction

Decisions, once reviewed and approved by the CSUS VPSA, are final and binding.