
OPERATING RULES-SECTION FOUR

400.42 National Conference Transportation Funding

A. General Purpose

1. The National **Conference** 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 **Conference** 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.
5. Only direct travel expenditures related to transportation will be funded.
6. This eligibility is separate from the organization’s DOC eligibility.
7. All requests with associated receipts for reimbursement must be submitted no later than 4 weeks after the event has been completed.

B. Allocation of Funding— the funds will be allocated on a 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 zone.

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

Allocation for National Conference Transportation Fund based on location zone.

Up to:	Pacific	Mountain	Central	Eastern
	\$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 Conference Transportation Funding

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

1. Grounds for Appeal

Appeals regarding the National Conference Transportation 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 club/organization, and
- (b.) Identify the specific reason (s) for the denial.

If the club/organization director disagrees with the decision, the club/organization 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 club/organization contends that ASI's decision violates or did not comply with the viewpoint neutrality requirement, the club/organization 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 club/organization 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.

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.