



**Student Activities Funds & Travel Allowance
Campus Policies & Procedures 515.1.1
Chancellor's Office**

UAEACCP 515.1.1 STUDENT ACTIVITIES FUNDS & TRAVEL ALLOWANCE

I. General

1. The Student Activities budget is developed annually during the budget period by the Chief Student Affairs Officer in consideration of recommendations from students, the Student Activities Committee, student services personnel, and academic programs.
2. The Chancellor considers the suggested expenses to be budgeted in determining the college's portion of funding for Student Activities during the upcoming year. A portion of Student Activities is funded by a student activities fee collected from every student.
3. Student Activities funds will be expended to benefit students currently enrolled. Activities funded may include, but are not limited to:
 - a. intramural sports,
 - b. cultural events,
 - c. leadership development,
 - d. social activities, and
 - e. related activities at facilities both on and off campus.
4. Student activities may also include the cost of travel and meals when deemed appropriate.
5. All laws, rules, and regulations governing the use of other monies of UA-EACC shall apply to Student Activities funds.
6. Funds may be advanced for travel costs to UA-EACC students participating in student activities-sponsored group trips. Such advancement shall be made in accordance with the following:
 - a. A Student Travel Advance form must be completed for each student requesting the amount to be advanced (not to exceed applicable per diem rates for the area visiting).
 - b. Each student is responsible for keeping their own funds secure, gathering receipts, and returning all required documents/money to the Business Office at the conclusion of the trip.
 - c. Students have two (2) days after the event's conclusion to submit all receipts and remaining funds to the Business Office.
 - d. Anything purchased that does not comply with state, system, or campus-



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approved travel expenses must be paid by the student.

- e. Any questions concerning allowable expenses should be directed to the Chief Financial Officer.

Other applicable documents:

Revision History:

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Reviewed/Approved by: Chief Financial Officer, May 19, 2025
Vice Chancellor for Academics, May 19, 2025
Chancellor May 19, 2025