



Main Motion K | Use of University Vehicles

Whereas, members of the Regional Board of Directors are required to coordinate their own travel for all regional and NACURH-affiliated events; and,

Whereas, not everybody has access to a personal vehicle, may not be able to be picked up by other members of the Regional Board of Directors, and/or get to other modes of transportation; and,

Whereas, institutions may be able to provide a university vehicle for their students to use; and,

Whereas, there are no guidelines defining if members of the Regional Board of Directors can use university vehicles for regionally sponsored travel and how university vehicles factor into GLACURH's travel budget; and

Therefore let it be resolved, that Title 6, Article XIII, Section 21, Subsection I be created and read:

Article XIII	Regional Financial Guidelines
Section 21	<p>A. Any trip that is taken by one of the Regional Board of Directors members must be specifically authorized by the RBD in the Regional Budget.</p> <p>B. The individual RBD member will make actual arrangements for travel. It is expected that selected arrangements will be the ones that are most inexpensive as well as the most reasonable for the region. The ADAF will determine, with the individual, what is reasonable given current economic situations.</p> <p>C. The ADAF shall pay the average of all state/province gasoline prices per mile by using AAA published statistics from the Regional budget for all personal vehicular travel reimbursed by the regional budget. This will not include any type of rental or university vehicles.</p> <p>D. The ADAF may authorize the use of rental vehicles in some situations. This decision will be made in consultation with the Director and Advisor.</p> <p>E. The ADAF must receive travel information from all members of the RBD no less than 28 days prior to the event.</p> <p>F. The ADAF can accept travel information less than 28 days of the event, however the RBD member must have officially communicated to the ADAF no less than 28 days from the event that they would be submitting this late.</p> <p>G. Should the RBD member not submit this information 28 days or more in advance nor have consent from the ADAF less than 28 days in advance, the RBD member will still be expected to attend the event, but at their own travel cost.</p> <p>H. Any receipts for travel related expenses such as the purchase of a rental vehicle or toll road fees incurred must be turned into the ADAF no later than fourteen days after the last day of the related retreat or conference.</p> <p style="padding-left: 40px;">a. Should an RBD member not turn in their receipts incurred from the aforementioned expenses then they will be responsible for paying for these expenses of their own accord.</p> <p>I. <u>Members of the Regional Board of Directors are allowed to use university vehicles for regionally sponsored travel if no other feasible method of travel is available to a specific board member. All terms for use of a university vehicle shall be coordinated by the member requesting a university vehicle and their host institution and shall be approved by the Associate Director for Administration and Finance in conjunction with the Regional Advisor and the Regional Director.</u></p>

Respectfully Submitted,
Allen Dahlka, Associate Director for Administration and Finance



GLACURH
GREAT LAKES AFFILIATE
NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.

Great Lakes Affiliate of College and University Residence Halls

Proposal Form

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