To: Undergraduate Students Association Council  
From: Ryan Ender, USA Finance Committee Chair  
Re: 2018-2019 USA Finance Committee Guidelines

The following caps, maxes, and guidelines are recommended to be the USA Finance Committee Guidelines for the 2018-2019 year.

To qualify for USA Contingency Funds, you must be a registered undergraduate student organization with a signed statement of non-discrimination on file. Contact your student organization advisor for more information.

1. Daily Bruin Advertising, Newsmagazines
   Allocation of contingency funding to the Advertising line item shall not exceed the cost of a third of a page Daily Bruin advertisement. The cost of a third of a colored page ad in the Daily Bruin for 2018-2019 is **$500.00 per program**. The Daily Bruin advertisement cost shall serve as the cap for all other types of advertising (i.e. newsmagazines).

2. Graphics
   Allocation of contingency funding to the Graphics line item shall be limited to **$300.00 per program**. All graphic designs must include a “Paid for by USAC” logo. Logos may be found on the following website: [https://usac.ucla.edu/funding/scausclogos.php](https://usac.ucla.edu/funding/scausclogos.php).

3. Facilities
   Allocation to the Facilities line item shall include, but not be limited to, venue, rental equipment, and hired staff. The Finance Committee shall deem the appropriateness of any additional Facilities line items. Allocation of contingency funding to the Facilities line item shall be limited to **$750.00 per program**.

4. Honorarium
   Allocation of contingency funding to the Honorarium line item shall be limited to **$600.00 per program**. This cap includes the cost of the honoraria’s travel and hotel stay. A performer may receive an honorarium a maximum of twice per quarter. The Finance Committee shall record the number of times an honoraria receives a payment from Student Government Accounting. In addition, the Finance Committee will notify Student Government Accounting regarding the **ineligibility** of the performer at least 5 days prior to the event.
5. Hospitality

Allocation of funding to the Hospitality line item shall be limited to the Punch and Cookie rule except under the unique circumstances that high school or elementary school students are present at the program. If high school or elementary school students will be attending a program sponsored by the USAC contingency fund, then the group that receives consideration for contingency funding shall be eligible for hospitality funding as required by California State Law. Additionally, allocation of contingency funding to the Hospitality line item shall be limited to $500.00 per program.

6. Parking

Parking costs shall be limited to two (2) spaces per performer or per group.

7. Retreats

Allocation of contingency funding for the Retreats line item shall be limited to $500.00 each retreat. Each group or office shall be allowed to receive funding for only two (2) retreats per quarter.

8. Travel

a) Ground Travel: Allocations for ground travel shall not exceed the mileage costs calculated at the ‘charitable organizations’ rate, as suggested by the Internal Revenue Service (IRS). Multiple vehicles shall be calculated at five (5) persons per one (1) vehicle (ground travel is defined as the usage of an individual’s personal vehicle for transportation).

b) Registration: Allocations for registration fees shall not a maximum possible allocation of $500.00. The Finance Committee shall have the power to determine how much funding a group will receive for this line item as long as the total allocation does not exceed the total cap.

c) Accommodations: Allocations for accommodations shall not exceed $150.00 per room for three (3) rooms for a maximum total allocation of $450.00. The Finance Committee shall have the power to determine how much funding a group will receive for this line item as long as the total allocation does not exceed the total cap.

d) Van and Air Travel: Van rental travel and air travel shall be determined and allocated based on demonstrated need as evaluated by the USAC Finance Committee.

i. The Finance Committee shall use online resources in determining the actual amount allocated to each organization.

ii. If the applicant’s travel is local travel (within 250 miles of the UCLA campus) then the travel must be made with University vehicles or as deemed appropriate by the Finance Committee and the Student Government Accounting (SGA) office.
iii. Allocation of contingency funding for air travel shall be limited to twice per year for each office or group.

9. Discretionary

The discretionary powers of the USAC Finance Committee Chairperson, in determining funding for an undergraduate registered student organization or student government office/commission, shall be set at a cap of **$700.00 per program**. The Finance Committee Chairperson shall determine the appropriate times to use his/her discretionary powers; however, matters must be time-sensitive to be considered discretion funds. In addition, The Finance Committee Chairperson must submit a paragraph explanation to the USAC President and Internal Vice President at least one day prior to the following USAC meeting to be kept on file. The paragraph must explain the inherent need to use his/her discretionary powers.

10. Summer Contingency Funds

The maximum total allocation that an undergraduate registered student organization or student government office/commission may receive during the Summer Contingency period shall be **$1000.00**.

11. Exceptions

Exceptions will be given to the above line items that are inherent and essential to the program except the Discretionary Powers of the USAC Finance Committee Chairperson.

12. Other

All allocations will be made without regards to viewpoint and shall be based solely upon viewpoint-neutral criteria.