



The State University of New York
Student Assembly

Melissa J. Kathan & Jessica Accardi
Vice President, Treasurer

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You will be given the travel form three (3) weeks before the first day of the SUNY SA travel dates (i.e. the Friday of a typical weekend meeting) by 9PM. Meeting dates will be provided to you at the start of the semester, the locations will be announced as they become available. You are required to RSVP no later than two (2) weeks before the meeting (typically, two Fridays before) by 9PM. Should you fail to RSVP accordingly, you will be responsible to cover your own costs should you choose to attend.

If you RSVP that you are attending a meeting and opt in for a carpool, that is binding. You may only change your requests up to two (2) weeks before the day of the meeting. If you filled out your form three (3) weeks beforehand, and want to change it, you have until the two (2) week deadline to do so. If you do not utilize such accommodations, you will be responsible to pay for your portion of the cost (i.e. one (1) bedspace, your proportion of the carpool, etc.).

The only exceptions to the above policy are extenuating circumstances. While at the discretion of the President in agreement with one other elected Executive Board member, such circumstances may include death of a relative, sudden illness, family emergency, etc. In addition, if quorum will not be reached with those who have RSVP'd on time, the President, in agreement with one other elected Executive Board member, may choose to extend the deadline in order to accommodate voting procedures.

Should anyone have a complaint that such a policy is not being enforced in a fair and just way, all complaints must be submitted to the Rules Committee no later than three (3) days after the business meeting by 8PM (i.e. if the business meeting is on a Saturday, all complaints must be submitted by the following Tuesday at 8PM). Such complaints will be read and decided upon within one (1) week, or the second Tuesday following the business meeting by 8PM.

Transportation will be provided to anyone within more than thirty (30) miles of a meeting and housing for more than sixty (60) miles of their specified pickup location. Should you not have the means to travel to the meeting and you are within thirty (30) miles, then you must send the Treasurer an email before the two (2) week deadline outlining your lack of transportation and an alternative solution (i.e. an existing carpool picks you up day-of for the meeting) will be arranged. The Executive Board, and any member at the President's discretion, may always stay in hotel, as will everyone for the Fall and Spring Conferences. Should someone opt in for transport but no carpool be provided, the individual will be reimbursed for gas and mileage or alternate transportation with original receipts. All carpools will be reimbursed for gas and tolls,

as well, with original receipts and it is up to the carpool to decide who is to pay for such expenses during the trip. If you opt out of transportation and decide to drive yourself, you will *not* be reimbursed for the accrued expenses. You may, however, drive yourself and stay in the hotel if you are outside of the minimum radius *and* have selected requiring housing. Reimbursement submissions must be postmarked no later than thirty (30) days after the close of travel. Documentation is to have been disseminated prior to all travel via email or the Google Drive. You will only be reimbursed if you have opted in for transportation. The Treasurer must be emailed with the amount of reimbursement to manage the books, and reimbursements must be sent to the following address:

Lisa Kelsey - 5
SUNY System Administration
State University Plaza
Albany, New York 12246

Any special accommodations or requests must be submitted to the President, Vice President and Advisor, Such accommodations or requests that require medical documentation or other protected paperwork must be submitted to the Advisor for proof. If you are unaware of who is serving as advisor, the Vice President will inform you of such. Requests will not be honored without official documentation.