

Streamline travel process, specifically for Club Sports teams (e.g., eliminate multiple signatures needed, allow students to hand write IRA Travel, make an exception for the Rodeo teams). Also – stagger lunches so all offices remain open all day.

CURRENT CHALLENGE:

There are many issues with IRA funding for student organizations who travel, especially with our Club Sports teams. Travel advances for student organizations are often tied up and delayed by requiring numerous signatures. This process is delayed further when any of the signing authorities decides to take a vacation in the middle of the semester and then play catch up when they return. Some people who sign for approval seem to make up their own requirements. Some department signers will not sign a form unless it is typed and will not sign a form that has been scanned. It's easier for grad students, who are not on campus every day, to email the signed forms to one student so this person can turn them in. I've had this denied because the signatures were not original. These requirements are not the same for all departments. Also, the current requirement is to submit IRA travel advance request 3 weeks before departure. This is often not feasible for Club Sport teams who often get invited to compete with one week or less notice. Our Rodeo team is required, by the nature of their sport, to have each competitor travel alone, in their own truck. They take all of their equipment, and more than one horse to every competition. One truck cannot pull multiple trailers. Yet their IRA requests are held up each time because a student must serve as a trip leader before they can receive more than \$750 in IRA funding for out of state travel. To serve as a trip leader, there must be other students in the truck with them, which is not possible. The Rodeo team has been around for over 30 years. There should be exceptions to some rules. Finally, Vice President Lamas requested that all Student Involvement offices remain open during lunch. We are able to do this very easily. All other offices should be required to do the same.

PROPOSED SOLUTION:

Please find a way to eliminate multiple approval signatures for travel. Please cross train staff members so that if one of the approving signers must be out of the office for any reason, someone can cover for them and prevent travel advances from backing up while they are gone for over a week. Please allow students to hand-write IRA Travel advance requests. Not everyone can afford Acrobat Pro to type into the travel forms and not all students have access to the online request forms. Please make an exception for Club Sports teams to submit travel advance requests within 3 weeks of departure. If we reduce the required signatures and have someone to sign at all times, even when someone is gone, these can get processed much quicker. Please make an exception for our Rodeo team so that they are not required to have multiple people travel in the same truck for events. Also, I think it would be great if they were allowed more than \$750 for out of state travel. Each time they travel, they spend around \$10,000 for the team. They spend their entire IRA award with their first event. They host a fundraiser rodeo, but the majority of the extra funds come from the students' pockets. Lastly, as the Student Involvement Department does, each office should have at least one or two staff members who stagger their lunch. Meaning, 2 people can go to lunch at 11:00 am and the rest can go when they come back at 12:00 pm. This way someone is in the office to at least accept paperwork when most students are between classes.

BENEFITS TO FRESNO STATE:

The issues with IRA travel advances affects all students & streamlining the process would make everyone happier and the university work more efficiently. The issues with Club Sports travel affects student athletes on all 23 of our current teams. (Between 350-400 students) The issues with Rodeo would only affect those student athletes and their coaches. Approximately 40 students and 4 coaches. The issues with the offices being closed at lunch affects the entire student body.