



Suite 350 Student Union Amherst, New York 14260
(716) 645-2950 fax: (716) 645-2112 www.sa.buffalo.edu

University at Buffalo Student Association Inc. Senate Meeting

October 1, 2025 - 5:00 pm

Student Union room 378, University at Buffalo North Campus
Amherst, NY 14260

Present

Aisha Adam*, SA President; **Will Dong***, SA Vice President for Clubs; **Ben Lau***, SA Vice President for Events; **Mason Bayer***, SA Vice President for Advocacy; **Jack Koscinski***, SA Treasurer; **Gavin Krauciunas****, Senate Chairperson/Senator; **Aidan Thomas**, Senator; **Sierra Fernandez***, Senator; **Arya Dixit***, Senator; **Piyush Ohri**, Senator; **Rima Saeed**, Senator; **Joshua Brodsky**, Senator; **Ismat Haque**, Senator; **Grant Peterson***, Senator; **Adam Bilali**, Senator; **Michaelangelo Fontana**, Senator; **Aeaad Alawaad***, Senator; **Nour Touti**, Academic Council Coordinator; **Ryder Albano**, Engineering Council Coordinator; **Akash Shah**, International Council Coordinator; **Nasra Isse***, Special Interest Council Coordinator; **Devin Hendricks**, Sports Council Coordinator.

Asterisk (*) indicates member arrived late or left prior to adjournment.

Double asterisk (**) indicates member's status changed during meeting.

Absent

None.

Call to Order

Aisha Adam, SA President, calls the meeting to order at 5:44 pm.

Aisha Adam, SA President, proceeds to call the roll.

Aisha Adam	Present
Will Dong	Present
Ben Lau	Present
Mason Bayer	Present
Jack Koscinski	Present
Aidan Thomas	Present
Sierra Fernandez	Present

Arya Dixit	Present
Gavin Krauciunas	Present
Piyush Ohri	Present
Rima Saeed	Present
Joshua Brodsky	Present
Ismat Haque	Present
Grant Peterson	Present
Adam Bilali	Present
Michaelangelo Fontana	Present
Aeaad Alawaad	Absent
Nour Touti	Present
Ryder Albano	Present
Akash Shah	Present
Nasra Isse	Present
Devin Hendricks	Present

21 Present, 1 Absent

Finding a quorum is present, the Senate proceeds with the order of business.

Approval of Minutes

Aisha Adam, SA President, introduces May 7, 2025 Senate Meeting Minutes for consideration.

Motion to approve May 7, 2025 Senate Meeting Minutes by Aisha Adam; second Gavin Krauciunas.

Without objection, motion passes with unanimous consent.

****Result: May 7, 2025 Senate Meeting Minutes are approved.****

Old Business

None.

New Business

Motion for the Senate to consider the Senate Chairperson Election next by Sierra Fernandez; second Aidan Thomas.

Without objection, motion passes with unanimous consent.

****Result: The Senate will consider the Senate Chairperson Election next.****

Aisha Adam, SA President, opens and calls for nominations for the position of Chairperson.

Aidan Thomas nominates Gavin Krauciunas, who accepts.

Rima Saeed nominates Grant Peterson, who accepts.

Mason Bayer nominates Aidan Thomas, who declines.

Jack Koscinski nominates Joshua Brodsky, who accepts.

Hearing no other nominations, Aisha Adam, SA President, closes nominations for the position of Chairperson.

Gavin Krauciunas, Senator, addresses the Senate.

Grant Peterson, Senator, addresses the Senate.

Joshua Brodsky, Senator, addresses the Senate.

The Senate automatically enters a question-and-answer period.

Motion to enter a five minute question-and-answer period by Gavin Krauciunas; second Joshua Brodsky.

Without objection, motion passes with unanimous consent.

****Result: The Senate enters a five minute question-and-answer period.****

Motion to enter a vote in the election of Senate Chairperson by Ben Lau; second Mason Bayer.

Without objection, motion passes with unanimous consent.

****Result: The Senate will enter a vote in the election of Senate Chairperson.****

Aisha Adam	Gavin Krauciunas
Will Dong	Gavin Krauciunas
Ben Lau	Gavin Krauciunas
Mason Bayer	Gavin Krauciunas
Jack Koscinski	Gavin Krauciunas
Aidan Thomas	Gavin Krauciunas
Sierra Fernandez	Gavin Krauciunas

Arya Dixit	Gavin Krauciunas
Gavin Krauciunas	Gavin Krauciunas
Piyush Ohri	Gavin Krauciunas
Rima Saeed	Grant Peterson
Joshua Brodsky	Abstain
Ismat Haque	Grant Peterson
Grant Peterson	Grant Peterson
Adam Bilali	Gavin Krauciunas
Michaelangelo Fontana	Grant Peterson
Nour Touti	Grant Peterson
Ryder Albano	Gavin Krauciunas
Akash Shah	Grant Peterson
Nasra Isse	Gavin Krauciunas
Devin Hendricks	Gavin Krauciunas

14 Gavin Krauciunas, 6 Grant Peterson, 1 Abstain

****Result: Gavin Krauciunas, Senator, is elected Senate Chairperson and takes the Chair.****

****Sierra Fernandez, Senator, and Nasra Isse, Special Interest Coordinator, leave at 6:19 pm.****

Gavin Krauciunas, Senate Chairperson, introduces Resolution - 2025-2026 - S#1 ("Resolution to Update Appeal and Club Rollover Processes by Amending the SA By-Laws, Certain SA Policies, and the Senate Rules of Procedure") for consideration.

Motion to approve Resolution - 2025-2026 - S#1 by Jack Koscinski; second Mason Bayer.

Jack Koscinski withdraws their motion.

****Nasra Isse, Special Interest Council Coordinator, enters at 6:29 pm.****

Motion to approve Resolution - 2025-2026 - S#1 by Aidan Thomas; second Mason Bayer.

Aisha Adam	Yes
Will Dong	Yes

Ben Lau	Yes
Mason Bayer	Yes
Jack Koscinski	Yes
Aidan Thomas	Yes
Arya Dixit	Yes
Gavin Krauciunas	Yes
Piyush Ohri	Yes
Rima Saeed	Yes
Joshua Brodsky	Abstain
Ismat Haque	Yes
Grant Peterson	No
Adam Bilali	Yes
Michaelangelo Fontana	Yes
Nour Touti	Yes
Ryder Albano	Yes
Akash Shah	Yes
Nasra Isse	Abstain
Devin Hendricks	Yes

17 Yes, 1 No, 2 Abstain

Motion to approve Resolution - 2025-2026 - S#1 passes 17-1-2.

****Result: Resolution - 2025-2026 - S#1 is approved.****

Gavin Krauciunas, Senate Chairperson, introduces Resolution - 2025-2026 - S#2 ("Resolution to Amend the SA By-Laws Regarding Budget Adjustment Approval Outside UB Academic Year") for consideration.

****Aeead Alawaad, Senator, enters at 6:36 pm.****

Motion to vote on Resolution - 2025-2026 - S#2 by Grant Peterson; second Jack Koscinski.

Division - Gavin Krauciunas proceeds to call the roll.

Aisha Adam	Yes
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Will Dong	Yes
Ben Lau	Yes
Mason Bayer	Yes
Jack Kosciński	Yes
Aidan Thomas	Yes
Arya Dixit	Yes
Gavin Krauciunas	Abstain
Piyush Ohri	Yes
Rima Saeed	Yes
Joshua Brodsky	Abstain
Ismat Haque	No
Grant Peterson	No
Adam Bilali	No
Michaelangelo Fontana	Yes
Aeaad Alawaad	Abstain
Nour Touti	Abstain
Ryder Albano	Yes
Akash Shah	Yes
Nasra Isse	No
Devin Hendricks	Yes

13 Yes, 4 No, 4 Abstain

Motion to vote on Resolution - 2025-2026 - S#2 passes 13-4-4.

****Result: The Senate will vote on Resolution - 2025-2026 - S#2.****

Aisha Adam	Yes
Will Dong	Yes
Ben Lau	Yes
Mason Bayer	Yes
Jack Kosciński	Yes

Aidan Thomas	Yes
Arya Dixit	Yes
Gavin Krauciunas	Yes
Piyush Ohri	Yes
Rima Saeed	Yes
Joshua Brodsky	Abstain
Ismat Haque	Abstain
Grant Peterson	No
Adam Bilali	Yes
Michaelangelo Fontana	Yes
Aeaad Alawaad	Abstain
Nour Touti	Yes
Ryder Albano	Yes
Akash Shah	Yes
Nasra Isse	Yes
Devin Hendricks	Yes

17 Yes, 1 No, 3 Abstain

****Result: Resolution - 2025-2026 - S#2 is approved.****

Gavin Krauciunas, Senate Chairperson, introduces Resolution - 2025-2026 - S#3 ("Resolution to Amend the SA By-Laws Regarding Coordinator Removal Authorities") for consideration.

Motion to enter a question-and-answer period by Jack Koscinski; second Mason Bayer.

Without objection, motion passes with unanimous consent.

****Result: The Senate enters a question-and-answer period.****

Motion to approve Resolution - 2025-2026 - S#3 by Ryder Albano; second Arya Dixit.

Aisha Adam	Yes
Will Dong	Yes

Ben Lau	Yes
Mason Bayer	Yes
Jack Koscinski	Yes
Aidan Thomas	Yes
Arya Dixit	Yes
Gavin Krauciunas	Yes
Piyush Ohri	Yes
Rima Saeed	Yes
Joshua Brodsky	Abstain
Ismat Haque	Yes
Grant Peterson	Yes
Adam Bilali	Yes
Michaelangelo Fontana	Yes
Aeaad Alawaad	No
Nour Touti	Yes
Ryder Albano	Yes
Akash Shah	Yes
Nasra Isse	Yes
Devin Hendricks	Abstain

18 Yes, 1 No, 2 Abstain

Motion to approve Resolution - 2025-2026 - S#3 passes 18-1-2.

****Result: Resolution - 2025-2026 - S#3 is approved.****

****Will Eaton, SA Contract Assistant, leaves at 6:58 pm.****

Gavin Krauciunas, Senate Chairperson, introduces Resolution - 2025-2026 - S#4
("Resolution to Establish Standardized Non-Undergraduate Student Hiring Schedule")
for consideration.

****Grant Peterson, Senator, leaves at 6:58 pm.****

****Grant Peterson, Senator, enters at 7:01 pm.****

Motion to vote on Resolution - 2025-2026 - S#4 by Grant Peterson; second Nasra Isse.

Aisha Adam	Yes
Will Dong	Yes
Ben Lau	Yes
Mason Bayer	Yes
Jack Koscinski	Yes
Aidan Thomas	Yes
Arya Dixit	Yes
Gavin Krauciunas	Yes
Piyush Ohri	Yes
Rima Saeed	Yes
Joshua Brodsky	Abstain
Ismat Haque	Yes
Grant Peterson	Yes
Adam Bilali	Yes
Michaelangelo Fontana	Yes
Aeaad Alawaad	Yes
Nour Touti	Yes
Ryder Albano	Yes
Akash Shah	Yes
Nasra Isse	Yes
Devin Hendricks	Yes

20 Yes, 0 No, 1 Abstain

Motion to vote on Resolution - 2025-2026 - S#4 passes 20-0-1.

****Result: The Senate will vote on Resolution - 2025-2026 - S#4.****

****Aisha Adam, SA President, Mason Bayer, SA Vice President for Advocacy, and Arya Dixit, Senator, leave at 7:04 pm.****

Will Dong	Yes
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Ben Lau	Yes
Jack Koscinski	Yes
Aidan Thomas	Yes
Gavin Krauciunas	Yes
Piyush Ohri	Yes
Rima Saeed	Yes
Joshua Brodsky	Abstain
Ismat Haque	Yes
Grant Peterson	Yes
Adam Bilali	Yes
Michaelangelo Fontana	Yes
Aeaad Alawaad	Yes
Nour Touti	Yes
Ryder Albano	Yes
Akash Shah	Yes
Nasra Isse	Yes
Devin Hendricks	Yes

17 Yes, 0 No, 1 Abstain

****Result: Resolution - 2025-2026 - S#4 is approved.****

****Arya Dixit, Senator, enters at 7:06 pm.****

****Will Dong, SA Vice President for Clubs, Ben Lau, SA Vice President for Events, Jack Koscinski, SA Treasurer, and Mark Sorel, SA Administrative Director, leave at 7:06 pm.****

Gavin Krauciunas, Senate Chairperson, introduces Resolution - 2025-2026 - S#5 ("Resolution to Adopt Staff Per Diem Policy") for consideration.

Motion to approve Resolution - 2025-2026 - S#5 by Ryder Albano; second Nasra Isse.

Aidan Thomas	Yes
Arya Dixit	Yes

Gavin Krauciunas	Yes
Piyush Ohri	Yes
Rima Saeed	Yes
Joshua Brodsky	Abstain
Ismat Haque	Yes
Grant Peterson	Yes
Adam Bilali	Yes
Michaelangelo Fontana	Yes
Aeaad Alawaad	Yes
Nour Touti	Yes
Ryder Albano	Yes
Akash Shah	Yes
Nasra Isse	Yes
Devin Hendricks	No

14 Yes, 1 No, 1 Abstain

Motion to approve Resolution - 2025-2026 - S#5 passes 14-1-1.

****Result: Resolution - 2025-2026 - S#5 is approved.****

****Aisha Adam, SA President, Will Dong, SA Vice President for Clubs, Ben Lau, SA Vice President for Events, Jack Koscinski, SA Treasurer, Mark Sorel, SA Administrative Director, and Will Eaton, SA Contract Assistant, enter at 7:11 pm.****

Adjournment

Motion to adjourn the Senate meeting by Gavin Krauciunas; second Aidan Thomas.

Without objection, motion passes with unanimous consent.

****Result: Meeting is adjourned at 7:13 pm.****



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2025-2026 - S#1

Subject: Resolution to Update Appeal and Club Rollover Processes by Amending the SA By-Laws, Certain SA Policies, and the Senate Rules of Procedure

Requested by: Aisha Adam, SA President; Will Dong, SA Vice President for Clubs; Jack Koscinski, SA Treasurer.

BE IT RESOLVED that the University at Buffalo Student Association Inc. (“SA”) By-Laws be amended, such that:

- 1) the text of subsection 7.01(e) is replaced with the following text, without quotation marks:

“Clubs may appeal funding determinations within 10 days of when the club is informed of the determination by email. SA shall provide notice of the determination to the President and/or Treasurer of the club (as listed on SA’s records). ~~During the UB spring and fall semesters, any appeals related to club funding shall be handled by the Senate. During winter and summer sessions, appeals related to club funding shall be handled by the Executive Committee.~~ Any appeals made by clubs may only be based on procedural error, inaccurate application of the criteria set forth under applicable policy or math pertaining to the relevant club, or violation of law. A club may only appeal its own budget, not that of any other club. Club funding Appeals shall be decided within 45 days of when they are submitted. Club funding appeals shall be decided by the SA Treasurer if the SA Treasurer at that time is a different person than the SA Treasurer who rendered the decision being appealed; otherwise, club funding appeals shall be decided by the SA President. ~~The Executive Committee may decide any such appeal following the last day of classes of the spring semester, if the Senate has not rendered a decision on it.~~”;

- 2) paragraph 4.01(b)(iii) (as currently numbered) is deleted, with paragraph 4.01(b)(iv) (as currently numbered) being renumbered as the new paragraph 4.01(b)(iii), and subsequent paragraphs through 4.01(b)(xii) (as currently numbered) being renumbered accordingly;

- 3) the following text is added as the new paragraph 4.01(b)(xii), without quotation marks:

“Except for club funding appeals (which shall be handled in accordance with Section 7.01), the Senate shall H~~ear~~ and decide appeals from SA clubs related to decisions about the appealing club by the SA Officer(s), Senate or any Senate Committee, or any other SA official,⁷ only if such appeal is based on allegation(s) of procedural error, inaccurate application of the criteria set forth under applicable policy or math pertaining to the relevant club, or violation of law; any such appeal shall be decided within 45 days of when the appeal is submitted; before appealing to the Senate, the club must first submit a written request for reconsideration to the official(s) or body who rendered the decision, or to their successor if such official(s) is no longer in office; such written request must state the basis upon which the reconsideration is requested; the club may only then appeal to the Senate if such official(s) denies the request for reconsideration or fails to respond to it within 14 days.”; and

- 4) the text of subsection 7.03(d) is replaced by the following text, without quotation marks:

“Budgetary change(s) and/or line transfer(s) for any of the following purposes may be approved by the SA Treasurer without need for approval of the Senate or Executive Committee: (i) to add money fundraised by a club into that club’s budget line, (ii) to add money fundraised for or from a specific program into that program’s budget line, ~~or~~ (iii) to move money from any supplemental funding budget line to the budget line of a club or program that has been granted such funds, (iv) to remedy granted appeals relating to club funding under Section 7.01, or (v) to grant clubs rollover funds in accordance with all relevant SA policies.”;

BE IT RESOLVED that both the SA Club Budget and Supplemental Funding Policies be amended, such that the first paragraph under the “Appeals” headings in both policies are each replaced in their entirety by the following text, without quotation marks:

“Clubs may appeal ~~funding budget~~ determinations within 10 days of when the club is informed of the ~~budget~~ determination by email. SA shall provide notice of the ~~budget~~ determination to the President and Treasurer of the club (as listed on SA’s records), based on the last updated information provided by the club to SA using required procedures. During the UB spring and fall semesters, any ~~budget~~ appeals shall be handled by the Senate. During winter and summer sessions, ~~budget~~ appeals shall be handled by the Executive Committee. Any appeals made by clubs may only be based on procedural error, inaccurate application of the above criteria or math pertaining to the relevant club, or violation of law. A club may only appeal its own budget, not that of any other club. Appeals shall be

decided within 45 days of when they are submitted. Club funding appeals shall be decided by the SA Treasurer if the SA Treasurer at that time is a different person than the SA Treasurer who rendered the decision being appealed; otherwise, club funding appeals shall be decided by the SA President. The Executive Committee may decide any such appeal following the last day of classes of the spring semester, if the Senate has not rendered a decision on it. If a club is successful in its appeal, that shall not result in a reduction in the funding of any other club.”;

BE IT RESOLVED that the SA New Club Recognition Policy be amended, such that the paragraph under the “Appeals” heading is replaced in its entirety by the following text, without quotation marks:

“Any appeal(s) of the denial of club recognition may only be based on allegation(s) of procedural error, inaccurate application of criteria set forth under applicable policy or math pertaining to the relevant club, or violation of law. Before appealing to the Senate, the prospective club must first submit a written request for reconsideration to the SA Vice President for Clubs; such written request must state the basis upon which the reconsideration is requested. The prospective club may only then appeal to the Senate if the SA Vice President for Clubs denies the request for reconsideration or fails to respond to it within 14 days.”;

BE IT RESOLVED that the SA Club Violations Policy be amended, such that the text “Clubs who wish to appeal this decision based upon procedural error by SA or violation of law can appeal to the SA Senate. Any club who wishes to appeal must do so within 30 days of the decision being emailed to the club’s officers.” is replaced in its entirety with the following text, without quotation marks:

“Any appeals(s) of decisions regarding club violations may only be based on allegation(s) of procedural error, inaccurate application of criteria set forth under applicable policy or math pertaining to the relevant club, or violation of law. Before appealing to the Senate, the club must first submit a written request for reconsideration to the official(s) who rendered the decision, or to their successor(s) if such official(s) is no longer in office; such written request must state the basis upon which the reconsideration is requested. The club may only then appeal to the Senate if such official(s) denies the request for reconsideration or fails to respond to it within 14 days.”;

BE IT RESOLVED that the SA Senate Rules of Procedure be amended, such that:

- 1) the title of Rule V (as currently numbered) is replaced with the following text, without quotation marks: “~~SANCTION CLUB APPEALS~~”; and
- 2) Rule IV is deleted, in its entirety, with subsequent rules being renumbered accordingly; and

BE IT RESOLVED that this Resolution is effective immediately; any underlining used in this Resolution is for emphasis only, and underlining shall not appear in the text of the amended By-Laws, policies, or Rules of Procedure; and any strike-throughs used in this Resolution are for emphasis only, and any struck-through text shall not appear in the text of the amended By-Laws, policies, or Rules of Procedure.



University at Buffalo Student Association Inc.

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www.sa.buffalo.edu

Resolution - 2025-2026 - S#2

Subject: Resolution to Amend the SA By-Laws Regarding Budget Adjustment Approval Outside UB Academic Year

Requested by: Aisha Adam, SA President; Will Dong, SA Vice President for Clubs; Jack Koscinski, SA Treasurer.

BE IT RESOLVED that the University at Buffalo Student Association Inc. By-Laws be amended, such that the following text is added as subsection 7.03(e), without quotation marks:

“If it is outside the UB Fall and Spring Semesters, then budgetary change(s) and/or line transfer(s) may be approved in writing by joint act of the SA President and Treasurer, without needing Senate or Executive Committee approval, but not to exceed \$100,000 (United States Dollars) in total during the officers’ term.”; and

BE IT RESOLVED that this Resolution is effective immediately.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

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Resolution - 2025-2026 - S#3

Subject: Resolution to Amend the SA By-Laws Regarding Coordinator Removal Authorities
Requested by: Aisha Adam, SA President; Will Dong, SA Vice President for Clubs; Jack Koscinski, SA Treasurer.

BE IT RESOLVED that the University at Buffalo Student Association Inc. By-Laws be amended, such that:

- 1) Subsection 6.02(b) is replaced, in its entirety, with the following:
 - (b) A Coordinator may be removed by any of the following methods:
 - (i) by 2/3 majority vote of the Senate with or without cause, subject to the same notice requirements that apply for the Senate to remove a Senator (except that no cause for removal shall be required to be stated);
 - (ii) by joint act of the President and the Treasurer, with or without cause, except that if a resolution to suspend any SA Officer has been posted for consideration at an upcoming Senate meeting, then the President and Treasurer may not remove a Coordinator under this paragraph until said Senate meeting and the following Regular Meeting of the Senate have both concluded; or
 - (iii) by a written petition, with or without cause, signed by a majority of the club presidents in the Coordinator's respective council and delivered to the SA President (without limitation, electronic signatures are acceptable for this purpose).
- 2) Subsection 6.02(c) is deleted, with subsection 6.02(d) being renumbered as the new subsection 6.02(c) and subsequent subsections being renumbered accordingly; and
- 3) The final sentence of paragraph 5.02(g)(iii) is replaced with the following text, without quotation marks: "The preceding sentence shall not extend to removal of Officers appointed to fill a vacancy ~~or Coordinators.~~"; and

BE IT RESOLVED that this Resolution is effective immediately; and any struck-through text included in this Resolution is for emphasis only, and struck-through text shall not appear in the text of the amended By-Laws.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

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Resolution - 2025-2026 - S#4

Subject: Resolution to Establish Standardized Non-Undergraduate Student Hiring Schedule

Requested by: Aisha Adam, SA President; Will Dong, SA Vice President for Clubs; Jack Koscinski, SA Treasurer.

BE IT RESOLVED that, without limitation to any prior decision(s) regarding hiring, pay, or both of non-undergraduate student employees, the attached Non-Undergraduate Student Hiring Schedule is adopted by the Senate of University at Buffalo Student Association Inc.; and

BE IT RESOLVED that this Resolution is effective immediately.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

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Non-Undergraduate Student Hiring Schedule:

Last Updated: October 1, 2025

Each of the following positions with University at Buffalo Student Association Inc. (“SA”) may be occupied by any University at Buffalo student (including but not limited to non-undergraduate students):

Position Title:
Assistant Finance Coordinator
Contract Assistant
Administrative Assistant
Alumni Engagement Coordinator

Further, if any of such positions are occupied by a non-undergraduate student of the University at Buffalo, then the SA President and Treasurer, by joint decision, may (but are not required to) elect to pay that employee up to:

- \$2.50 per hour more than the otherwise-approved hourly wage, if such employee has worked at SA for one or more year(s) in total; or
- \$5.00 per hour more than the otherwise-approved hourly wage, if such employee has worked at SA for two or more years in total.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2025-2026 - S#5

Subject: Resolution to Adopt Staff Per Diem Policy

Requested by: Aisha Adam, SA President; Jack Koscinski, SA Treasurer.

BE IT RESOLVED that the attached University at Buffalo Student Association Inc. ("SA") Staff Per Diem Travel Policy is hereby adopted effective immediately; and

BE IT RESOLVED that the SA Travel Policy is hereby amended effective immediately, such that "For Clubs," is inserted at the beginning of Requirements Concerning Use of Student Activity Fees on Travel, Subsection #5.



Staff Per Diem Policy

Policy Information

Date Established:

Date Last Updated:

Category: Employment

Applicability and Definitions

As used in this Staff Per Diem Policy:

- “per diem” means a daily allowance paid to University at Buffalo Student Association Inc. (“SA”) employees while they are both: (i) traveling on behalf of SA, and (ii) doing so to engage in SA-related business;
- “employees” means all SA employees and SA Officers, but expressly excluding Coordinators; and
- “traveling” means being outside either: (i) a 25-mile radius of University at Buffalo North Campus, or (ii) the United States, whatever applies.

This Policy does not apply to SA clubs or independent contractors.

If an employee has a contract with SA providing for per diem (or a similar benefit) that is more favorable for the employee than that which is stated in this Policy, then the terms of the employee’s contract shall prevail with respect to said calculation.

Employee Responsibilities

Employees are responsible for coordinating with and receiving approval from the SA President and Treasurer using a Travel Authorization Form that lists the dates and purposes of travel before engaging in travel for which they will seek per diem, and for completing all necessary follow-up after applicable expenses are incurred.

This Policy does not displace any requirement imposed by any other applicable rule, policy, law, or regulation. Employees will not receive per diem if doing so would violate any applicable rule, policy, law, or regulation.

Calculating and Receiving Per Diem

Employees should seek to utilize SA’s standard encumbrance process for purchasing whenever reasonably possible.

Employees who are approved to receive per diem shall receive the lesser of: (i) the daily maximum per diem amount for each day during which they are traveling on behalf of SA to engage in SA-related business, or (ii) the total amount for per diem for which the employee is approved to receive by the SA President and Treasurer.

The daily maximum per diem amount will be determined based on the date(s) upon which, and the location(s) to where, the relevant employee is traveling on behalf of SA to engage in SA-related business. Based on such criteria, for travel within the continental United States, the daily maximum per diem amount is the amount promulgated by the United States General Services Administration as the applicable daily rate for meals. For the first and last days of travel, and for same day trips, such amount shall be pro-rated to 75% of what it otherwise would be. If the travel is outside of the continental United States, SA will use the Department of War per diem rate (for meals only) for Hawaii, Alaska, and U.S. territories. If the travel is international, SA will use the Department of State per diem rate (for meals only) for international travel.

The per diem is intended to cover food only, not transportation or lodging.

An employee who qualifies to receive a per diem shall receive that full amount, regardless of (i) whether food is otherwise provided, and (ii) whether the employee actually spends that amount while traveling.