

Financial Guidelines of the Student Body of TU Dortmund University

Of 30 July 2024

§ 1 Scope of application

This guideline specifies the budget and economic management of the student bodies of TU Dortmund University of Dortmund. This Directive shall apply to all bodies of the student body, except for student councils.

§ 2 Basics

- (1) All expenditure shall be subject to the principles of efficiency and economy.
- (2) For each expenditure there must be evidence in the form of an invoice, receipt, contract or decision.
- (3) The conclusion of contracts for deliveries and services must be preceded by a price comparison. For purchases and orders of more than 1000€, at least 3 offers must be obtained. Comparisons of offers shall be documented.
- (4) Purchases and orders worth more than 1000€ require the approval of the student parliament before the funds are spent.
- (5) Purchases made with a lifetime of more than one year are the property of the authored student body and from a value of 200€ are to be inventoried by the AStA. The purchases are to be managed by the respective committees and groups and, if possible, made accessible to the entire written student body.
- (6) Revenue generated is the property of the student body. The amount, origin and whereabouts of the funds must be delivered to the AStA.
- (7) Hand money usually has to be repaid within 2 weeks. Exceptions can be approved by the financial department in individual cases.

§ 3 AStA

In its rules of procedure, the AStA regulates financially effective decisions.

§ 4 Autonomous Departments and Working Groups of the Student Body

- (1) The Autonomous Departments and all working groups shall designate a person responsible for the budget to the AStA. It is the duty of this person to participate in the preparation of the budget or supplementary budget on behalf of the Autonomous Department or Working Group. This includes a department or AG

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budget which contains all planned activities for the coming or further financial year and the respective financial requirements.

- (2) Every member of an Autonomous Department may submit financially effective applications for the unit as long as the Department does not decide otherwise and makes the AStA financial unit aware. For the AGs, more details are regulated in the AG Directive.
- (3) Spending may be done only to the extent that it is reflected in the budgets submitted and supported by a majority decision of the respective bodies.

§ 5 Honorarium

- (1) Fees for invited speakers must not surpass 250 euros. Higher amounts require prior approval by the AStA.

§ 6 Travel expenses

- (1) Public transport should always be preferred and always takes place in 2nd class. A journey with a car should only be paid if justified.
- (2) The kilometer fee for travelling with a car is 0.26 euros per kilometer driven.
- (3) The travel costs with cars for invited speakers should not exceed the second class Flex price of Deutsche Bahn for the same route. Higher amounts require prior approval by the AStA.
- (4) The travel expenses for members of the student body or a committee are only covered by AStA or StuPa resolution.

§ 7 Catering

- (1) Alcoholic beverages may not be financed by the student body unless they are intended for loss-free resale at a student body event.
- (2) §7 (1) also applies to all foodstuffs except for pre-applied foodstuffs at events with a networking or commitment-promoting character to an appropriate extent.
- (3) The StuPa Presidium may finance soft drinks and snacks up to a maximum amount of 150 euros per parliamentary session through the student body.
- (4) If people work for the student body for eight hours or more at the weekend, a catering fee of 7.50 euros per person can be requested.

§ 8 Teambuilding

- (1) Team building measures are supported by the student body through the provision or cost assumption of suitable premises. A cost assumption of events from funds of the student body does not take place.

- (2) Costs for overnight stays and meals for closed meetings of AStA or Autonomous Departments will be taken over by the student body if a work program (agenda), financial planning and, subsequently, a protocol of the closed session is deposited with the AStA or, for the AStA, with the StuPa Presidium.

§ 9 Contracts

- (1) Result-related projects, whose work is designed to create an end product, which will be made available to the AStA after completion of the project position, will receive compensation based on the scope and significance of the work. A partial payment after completion of a concept for the work is possible. Such projects include in particular the creation of readers, but also films, apps, etc.
- (2) For the payment of the remuneration, the contractually agreed activity reports must be available. These must include the name of the project centre, the supervising Department, the activities carried out and the subsections achieved.
- (3) The fee contract should specify the following: subject matter of the contract, duration of the contract and activity reports, remuneration, confidentiality, ownership. Liability, Others, place of jurisdiction Dortmund, commencement of the contract and special termination right in case of breach of the contract term.
- (4) Project positions must be reported to the student parliament.

§ 10 Entry into force

This Directive was adopted by the 18th Student Parliament of TU Dortmund on 30.07.2024 and is valid from this date.