University Park Allocation Committee
The Pennsylvania State University
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University Park, PA 16802
Contact: Daniel Stauffer
Committee Chair
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UNIVERSITY PARK, Pa. – 3/30/2020:

Following Penn State’s announcement on that remote course delivery will continue through at least the spring semester, I would like to address any questions that students may have about programming, travel, reimbursement, and funding from the University Park Allocation Committee.

First and foremost, I want to reiterate UPAC’s commitment to supporting the students and student organizations at University Park. Our mission is to enhance the out-of-class experience for all of you; just as the work of your clubs doesn’t end with the move to remote learning, UPAC’s work to carry out our mission continues as well. We are going to work as diligently as possible to continue supporting you in any ways that we can.

For those of you who received notification of UPAC funding before March 11th, please note that staff from the Office of Student Activities will be reaching out to you directly to discuss reimbursement and potential additional funding support.

Student Travel

Penn State has cancelled all University-sponsored domestic air travel through the end of the semester and all University-sponsored international travel through the summer.

For students traveling by air within the US that confirmed their travel arrangements before March 11th, UPAC will consider reimbursing to the amounts shown on your allocation letter. If you had originally planned to fly but changed your mode of transportation, please email upac@psu.edu to update your allocation.

Student Programming

For programming events that have already have been funded and have been cancelled due to the University’s move to remote operation, UPAC will consider reimbursement for all items originally funded that cannot be returned; if there is a cancellation fee associated with cancelling contracted expenses or services, UPAC will consider paying the cancellation charges. In addition, UPAC will consider allocating funding to reimburse clubs who have purchased items not originally funded due to a funding cap (e.g. the 90% rule) and that cannot be returned. For all items that were not funded by UPAC—including items not originally requested in the budget—UPAC will consider funding items that cannot be returned and cannot be cancelled.

1: https://news.psu.edu/story/612155/2020/03/18/academics/penn-state-extends-remote-course-delivery-through-spring-semester

2: https://sites.psu.edu/virusinfo/traveler-info/
For programs that have not already been funded by UPAC but are affected by the University’s move to remote operation, we are going to assume that these events are cancelled. However, we would encourage your groups to explore options surrounding holding your event virtually (e.g. a guest lecture or master class over Zoom) or to explore re-scheduling your event. UPAC will work with any groups looking to hold events virtually or at a later date on an individual case-by-case basis.

If you would like to hold your event virtually, please email upac@psu.edu to let us know that your event is still occurring and so that we can update your funding request with any changed costs. If you would like to explore re-scheduling your program, please email hubevents@psu.edu for more information and to begin planning a re-scheduled event; additionally, please email upac@psu.edu to let us know that you’d like to move the date of your program and so that we can work together to make any necessary changes to your funding request.

**IF YOU ARE INTERESTED IN HOLDING AN EVENT VIRTUALLY OR RE-SCHEDULING AN EVENT, YOU MUST EMAIL UPAC@PSU.EDU BY MIDNIGHT ON SUNDAY, APRIL 5TH; OTHERWISE, UPAC WILL ASSUME THAT YOUR EVENT IS CANCELLED.**

Future Events & UPAC Reviews

If you are looking to travel in the future or hold an event over the summer, UPAC will continue accepting and reviewing funding requests based on the University’s guidelines surrounding programming and travel. UPAC will conduct allocation review meetings over Zoom on Tuesdays at 6 PM on an as-needed basis.

We understand that this is a difficult time for many of you, and we hope that you continue to stay safe during this uncertain time. While travel and programming are likely not a high priority for many of you right now, we’d like to extend our support and offer our assistance as our community works together to move through this time. If you have any questions, concerns, or comments, please reach out to upac@psu.edu.

For The Glory,

Daniel Stauffer

UPAC Chair – Daniel Stauffer

1: [https://news.psu.edu/story/612155/2020/03/18/academics/penn-state-extends-remote-course-delivery-through-spring-semester](https://news.psu.edu/story/612155/2020/03/18/academics/penn-state-extends-remote-course-delivery-through-spring-semester)

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