EVENT PARKING

REQUEST FOR AUE FUNDS

The following criteria must be met to qualify for reimbursement of visitor parking fees:

1) Visitor(s) must attend or participate in a University-sponsored program/event that
   a. Occur during the academic year;
   b. Is sponsored by a College or academic department;
   c. Is funded by the General Operating Fund; and
   d. Does not charge a fee or charge for admission (ticketed event)
2) Visitor(s) participation in said University-sponsored program must enhance the
   students’ educational experience at Sac State.
3) Visitor(s) are not receiving any compensation, stipend, honorarium, course credit, or
   any other form of remuneration from Sac State for their participation.

Additional information

1) AUE funds will be allocated on a first come, first served basis until they are exhausted
   for the year.
2) AUE funds may only be used to cover vehicle parking costs for visitors who meet the
   criteria above; it will not be used for additional parking-related costs such as paid
   visitors, signage, staffing, supplies, services, etc.

Instructions

1) Complete the Event Parking Request Form (AUE) and submit the form to
   eventparking@csus.edu.
2) You will be notified if your request is approved. Submitting a request does not
   guarantee approval of full funding.
3) A funding source (chartstring) is required. If approved for funding, the actual amount
   charged by UTAPS for your event’s parking will be credited to your account. Credits will
   be processed on a monthly basis and will occur in the same fiscal year as the expense.