

SGA Financial Handbook

General Guidelines

These are the basic guidelines that apply to each type of funding (except for Travel Grants).

Operational Funding

Operational funding is used to fund the day-to-day operations of student organizations. Receiving money from the Operational Fund does not require your application to go through the SGA financial panel. After an online application is submitted, requests for Operational Funding go directly to the Director of Organizational Funding. The maximum amount that can be received is \$50 per fiscal year.

Event Funding

Event funding is used for organizations that are looking to plan events that benefit the University, within the scope of its mission as charged by the University, and which are open to all students. Events must be on-campus unless the University cannot accommodate the needs of the student organization's event. Event Funding requests must be approved by the SGA financial panel by filling out a funding request application.

- [What do I do now that I have received Event Funding?](#)

Travel Funding

Travel funds are meant for organizations, looking to travel within the scope of their mission as charged by the University and whose travel benefits the University. Travel Funding requests must be approved by the SGA financial panel by filling out a funding request application.

- [What do I do now that I have received Travel Funding?](#)

Equipment Funding

Equipment funds are allocated to organizations wishing to purchase equipment or software that can be used over a period of time. This request also accommodates items that do not fall under other SGA funding procedures (Operational, Travel, and Event), but which are still deemed important for the student organizations.

Travel Grant

Travel Grants are for individual students who wish to attend a conference, or such an academic event where they will be honored in some way.

General Information about Receiving Funds

- A student organization applying for funds must be registered with the Office of Student Activities and recognized by SGA. Accessibility to funding is dependent on registration status of the organization.
- A student organization may apply for funding in any of the four areas: Operational Funding, Event Funding, Equipment Funding and Travel Funding. Guidelines for each type of funding can be found on the SGA website.
- Travel Funding requests must be made 4 weeks prior to the trip. Event Funding requests must be submitted 2 weeks prior to the event.
- All funding will be given out on first come, first serve basis throughout the fiscal year.
- The financial panel is a group which oversees each Event Funding, Travel Funding and Equipment Funding decision. It will consist of one faculty/staff member, the SGA Director of Organizational Funding, the SGA Vice President of Finance, a representative from the SGA senate Finance Committee, the SGA President, the SGA Executive Vice President, and up to five student representatives from the Student Government Association.
- There is no minimum or maximum amount the SGA can appropriate to any particular student organization. The decision will be made based on merit of the individual request and the organization's standing with the SGA.
- There is no limit on the number of event or travel request that can be made by a student organization. Each request will be considered individually.
- The SGA will **NOT** accept late submissions of the funding application. Accepting late submissions will reduce the efficiency of the funding process.
- If the student organization is found to have requested and received funds from Student Activities or Student Affairs for an event that SGA has allocated funds towards, the SGA has the right to deny and/or revoke all funds allocated to the organization and the organization would be held liable for the funds received. SGA is funded through Student Activities/Student Affairs which utilizes the same resources.
- SGA will not grant funding to student organizations for fundraisers or prizes.
- Every registered student organization is eligible to receive funding from SGA, but careful consideration and monitoring is needed for funding religious and political organizations. Activities for special funding must *not* involve campaigning or lobbying or be purely religious in manner.
- All student organizations must have their treasurer or another member of the executive committee attend a Finance Workshop (held at the first President's Roundtable) in order to be eligible for

funding. If the organization is unable to attend or is a newly registered organization, they may set up a time to meet with the Director of Organizational Funding to make up the workshop.

- All Events and Travel Funding Requests must be filled out online completely with proper documents which will be submitted to the SGA Director of Organizational Funding and then sent to the financial panel. There will be a two week waiting period before hearing if funds will be allocated to your organization. Each request will be assessed separately. After you have heard if you will or will not be receiving SGA funding, please refer to the section on the SGA website titled What Do I Do Now?
- In the instance that the SGA Director of Organizational Funding is unable to meet the responsibilities specified here, the SGA Vice President of Finance can and will fulfill all the responsibilities.

Spending Restrictions

Funds allocated shall not be used by student organizations for the following:

- Donations, or contributions.
- Prizes or giveaways.
- Gifts or membership recognition.
- Personal recognition or awards.
- Financial aid or scholarships.
- Legal services.
- Expenses incurred prior to SGA approval.
- Wages, salaries, stipends for advisors, executive board members, officers, or members.
- Damages of any kind.
- T-shirts and clothing.
- Expenses of a personal nature.
- Existing organizational debts.
- Alcohol, tobacco, or drugs/drug paraphernalia.
- Travel resulting in academic credit, at UAHuntsville or another institution.
- Travel required by an academic program.
- Internships for academic credit or professional development.
- Other unapproved expenses.

SUSPENSION & REVOCATION OF RECOGNITION & FUNDING

The SGA retains the right to suspend and revoke the recognition and/or funding of any organization, who as a whole or individual member:

- Engage in illegal activities under local, state, or federal law, or are directed to inciting or producing imminent lawless action and are likely to have that effect; or
- Engage in a violation of reasonable campus regulations regarding conduct, or are directed to inciting or producing an imminent violation of such regulations and are likely to have that effect; or
- Engage in directed to inciting or producing an imminent, material, and substantial disruption of the educational processes of the University or invasion of the rights of others and are likely to have that effect; or
- Constitute a misuse of SGA appropriated funds, under the requirements and limitations set forth in this policy; or
- Indicate that the organization has misrepresented to the SGA pertinent and important facts regarding the organization's purpose and/or activities.

Student organizations retain the right to appeal any recognition and/or fundingsuspension/revocation actions taken by the SGA to the Dean of Students and then to the Provost of the University. Appeals must be made within thirty (30) days of notification of decision. An appeal process will follow as outlined in the Code of Student Conduct.

ACCOUNT MANAGEMENT

If an organization chooses to open an outside account, there are additional issues that must be considered in order to protect an organization's funds.

- The first issue that must be addressed is whether the banking institution has special accounts for tax-exempt entries. A monthly charge on an account can quickly deplete an organization's funds. **The Alabama Credit Union on campus will allow clubs to open a no-charge checking account if you have a tax ID number.**
- Embezzlement is another key issue. The banks recommended a checking account requiring dual-signature authority, which means that two members of the organization must sign a check to carry legal force.

Remember that all organizations will be assigned a University Account number for the University's accounting purposes. All the funding SGA awards will be transferred to the University account, to make the spending process transparent.

Tax Exempt ID

In order to establish an off-campus checking account or receive donations, banks/businesses require you to have a tax identification number. A tax identification number must be obtained from the Internal Revenue Service (IRS). You can contact the IRS at the following number, (800) 829-4933 or visit their website, www.irs.gov, and look for form SS-4.

Please make sure that you are requesting a tax identification number and not a tax exempt number. There is a fee associated with a tax exempt number; whereas a tax identification number is free.

Note: Obtaining a tax identification number does not mean your organization has become an official 501(c)(3) non-profit organization that is exempt from federal taxes. This is a separate process that has extensive requirements.

The Student Government Association nor The Office of Student Activities maintains information about off-campus checking accounts. All details and account information must be maintained within the student organization. It is highly recommended that student organization advisors are involved with the creation and maintenance of off-campus checking accounts. The Alabama Credit Union, located on campus, frequently serves student organizations by allowing them to open a no charge checking account (Must have a tax ID number).

The Office of Student Activities will provide a letter for organizations to verify current registration to establish an account at the Alabama Credit Union.

Proper Account Management

It is important that each organization be aware of their current account balance. The SGA Director of Organizational Funding will aid organizations by providing a statement that shows the organization's account balance as of the end of each quarter. For additional details an officer of the organization should make an appointment with the SGA Director of Organizational Funding in order to review your account.

Proper fund management is the responsibility of the organization's treasurer. The treasurer should be the officer to deal with the organization's finances. Therefore, he/she should submit paperwork for reimbursements, purchases, and etc. to ensure that all paperwork is filled out completely and correctly before turning it in the SGA Director of Organizational Funding. In addition, the Director of Organizational Funding will give account information to the treasurer and the treasurer should make sure that the other officers are informed.

In the event an organization's obligation exceeds estimates, it is unlikely the Senate will allocate funds to cover the shortfall. It is recommended that, whenever possible, organizations get firm contract prices. Occasionally an event will require some flexibility in the logistics, which in turn means a firm price cannot be given. When this type of situation results, the organization should stipulate in your agreement a "Not-To-Exceed" (N.T.E) price. In most cases, a NTE contract will allow the flexibility necessary without opening the organization to unknown obligations.

Transfer Authorization

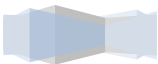
This form is filled out by the SGA Director of Organizational Funding to transfer money between two University accounts. This is used in cases such as University Food Service, Bevill Center and other situations. If your organization needs to transfer money, either a quote must be provided with the services and total or an email explaining the reason why money is being transferred, name of account, account number, and total amount. Money cannot be transferred from an SGA organization account to a foundation account.

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OPERATIONAL FUNDING

- Please read General Guidelines first.
- Student organizations may apply for no more than \$50.00 per fiscal year and must do so at the beginning of their new registration or during the start up time period of re-registration (Dates stated each fiscal year by the SGA Director of Organizational Funding).
- Student Organizations who receive dues from members or receive funding from Student Activities are not eligible for Operational Funding.
- When the Operational Funding window has closed, the SGA shall inform all student organizations that the all SGA funding has been allocated and that Operational Funding has been closed with the exception of newly registered organization.
- Funds can be obtained by filling out the SGA Operational Funding Application found on the SGA website.
- On the application there is a section to attach a list of items you will be purchasing with the Operational Funds. Funding will be given based on meeting the requirements for items purchased with the Operational Funding.
- If the application is completed with proper paperwork, a meeting will not be required to receive the Operational Funding.
- Once the application is complete, the Director of Organizational Funding will determine the validity of the request and finish the process of funding if approved.
- After an Operational Funding is approved by the Director of Organizational Funding, the organization who receives the funding has 10 class days to spend the funds and return the proper paperwork or the funds will not be released.



Items that can be purchased through Operational Funding

- **Office Supplies:**

- Office Supplies necessary to conduct business and meetings of the organization.
- Items that are readily available in the Student Government and Organizations Complex may not be approved for funding.

- **Food/Beverages:**

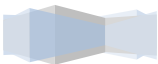
- Recruitment of new members is the only permissible time to purchase food or beverage with Operational Funds.
- Flyers advertising the meeting and location of the food and beverage are required to receive funds for this line item.

- **Printing and Binding**

- Funds used for printing services must be used for the printing or copying of newsletters, agendas, informational resources, organizational constitutions, meeting announcements, etc.
- Only University printers or the University Copy Center may be used for operational printing.

- **Advertising and Promotional:**

- Advertising and Promotional items must be used to promote the student organization and its meetings, its purpose, and the recruitment of members. Any off-campus services shall be determined valid or invalid on a case-by-case basis by the Director of Organizational Funding.



EVENT FUNDING

- Please read General Guidelines first.
- Student Organizations who receive funding from Student Activities are not eligible for Event Funding.
- Student Organizations that have misappropriated funds or failed to fill *every* requirement specified for Event Funding (or any other type of funding), are not eligible for future Event funding until the previous issue has been resolved.
- Student Organizations may apply for Event funding at any time during the year until all funds allocated for Student Organization funding have been allocated.
- There is no maximum or minimum amount the SGA can appropriate to any particular club. **The decision will be made based on the merit the event will bring to UAHuntsville and the value the event holds with the student body as a whole.**
- When all Student Organization funding has allocated, the SGA shall inform all student organizations that the funding has been expended and that funding requests have been closed with the exception of new organizations.
- Funds can be obtained by filling out the SGA Funding Application Online found on the SGA website.
- The Application must clearly break down the costs of the event under consideration. Each item is shown separately and the total of other contributions must be included. The request must clearly state the amount an organization wishes to receive from SGA. It is recommended to include a memo to explain in further detail why the organization is requesting the money for this event.
- Proper advertising for events should be demonstrated around campus. The link to Marketing Your Campus Event can be found on SGA website. **One week prior to the event, all proper advertisement is mandatory to receive funding.**
- All Events must be open to all UAHuntsville students. Pre-determined guest list Events will not be funded. The majority of all attendees at event being funded should be non-members.
- Events in which there is alcohol present are not allowed funding.
- On the application there is a section to attach a list of event items you are requesting to purchase with the Event Funds as well as a place to attach a marketing or advertising plan for the event being applied for.
- Once the application is complete, the Director of Organizational Funding will submit with application to the finance panel to determine if funding is approved.
- After an Event Funding request is approved by the finance panel, the organization who receives the funding must follow the proper procedures to complete the process and spend the funds and return the proper paperwork.(See What do I do Now for more information).
- We strongly encourage student organizations to announce that the event was funded in coordination with SGA to promote better student-organization-SGA cooperation.

Items that can be purchased through Event Funding

- **Equipment and Other Supplies.**

- Items may include equipment and supplies, rentals or tech- services, through the University.
- These funds may not be used to pay damages to facilities or equipment.
- The organization must contact the proper personnel for quotes, pricing and reservations if application; before submitting the funding request.

- **Program Supplies**

- Program supplies are low-cost items that are crucial to the success of the event through outside vendors.
- Program supplies must be stored on campus after their use and may not be given away or destroyed.
- Program supplies require documentation of price, quantity, and purpose for each individual item.

- **Food/Beverages**

- Food and beverage for events must be for only UAH students.
- In order to be considered for funding the online application must include itemized documentation and appropriate menus, or dummy contracts or invoices from food vendor.
- The organization must purchase from Sodexo depending on the location of the event (such as the University Center).
- Maximum amount that will be allocated per student for food is \$15.

- **Printing and Binding**

- This includes but is not limited to: programs, handbills, posters, fliers, etc.

- **Advertising and Promotional**

- Advertising is defined as any form of social networking, University Media, promotional material, outside publications and prints, and anything else related to advertising with the exception of items that are funded under the printing line item.
- The organizations must utilize all the proper advertising channels (as in Student Newspaper, Events Calendar, free UC Banners, Student Activities free poster printing services).

- **Honorarium**

- Defined as monies given to an artist, lecturer, entertainer, performer, or otherwise professional and group providing services.
- The applying organization is required to make all travel arrangements pertaining to travel for the honorarium.
- A university contract must be used when making arrangements and securing payment after funds have been allotted for this category.

- A biography or description of the services to be provided, as well as the name and email address of the performer or agency must be submitted with this line item in order to be considered by the Committee.

HOW TO USE SGA FUNDING FOR EVENTS

MISCELLANEOUS VOUCHER/ REIMBURSEMENTS

If a member of your organization pays for supplies, services, or food, a “Miscellaneous Voucher” form must be completed for reimbursement. Each item must be completed in order to be reimbursed.

1. The “Reimbursement” box must be checked.
2. Name, Telephone, and Address of the person receiving reimbursement must be completed. This is to whom and where the check will be sent. The officer’s position in the organization should be placed on the title line and the department is the organization’s name.
3. The A number of the student being reimbursed.
4. The “Description” box must contain a description of the event or purchase and must contain the signature of the person being reimbursed on the “Signature of Purchaser” line.
5. The Director of Organizational Funding and the Dean of students must sign this form before it can be processed.

REQUISITION FOR SUPPLIES

This form is used to purchase any supply items from the University Bookstore. In most cases the funding for these items will come from the student organization’s operating budget. The top portion must be filled out by SGA VP of Finance and the Bookstore staff will fill in the areas relating to cost, etc.

1. The user is the person requesting the supplies.
2. The room number should be the SGA Office (UC 106) with the Department listed as SGA- (student organization’s name). The phone number should be the SGA Office (824-6375).
3. The account number should be the organization’s account number with SGA.
4. Authorized Signature must be the SGA VP of Finance.
5. The top section includes pre-discounted items that are found at the Bookstore.
6. There are certain restrictions to use this form:
 - a. Purchases are limited to supply items only.
 - b. Equipment must go through Procurement so these items cannot be put on a “Requisition for Supplies.”
 - c. Special items that are ordinary supplies must also go through Procurement.
 - d. The yellow copy of this requisition, with the receipt attached, must be brought to the SGA Director of Organizational Funding for records.

MAIL SERVICES ON-CAMPUS

An organization can mail out items through the Mail Services office on Campus and charge it to their account. There are two different procedures to do this.

- Write your account number on the envelopes and drop them in a mail pick-up on campus. This will only work if the cost is under \$10 and is the only expenditure you can make on the SGA account without the SGA's signature. **There is a mail pick-up area in the University Center (UC) in room 109.**
- For Bulk Mailing over \$10, a form letter for Mail Services will have to be picked up from Mail Services. The SGA Director of Organizational Funding will sign the letter and fill in the account number to charge along with the name of the club. The organization will then have to take the form back to the Mail Services Office in the Central Receiving Building. **There is a mail pick-up area in the University Center (UC) in room 109.**
- Third Class Bulk, minimum of 200 piece mail, mailings need to follow several other prerequisites in order to qualify for mailing at the discounted rate.
 - All mailings must be "printed" and "like" matter and must not be personalized in nature.
 - All articles must be sorted by the zip code of destination and then be bundled by zip codes.
 - The thickness of the individual bundle should not exceed that which could be grasped in the hand of an average person.

Food Services from the Bevill Center/ Charger Café

○ **Food Service POLICY**

- All food service and catering in the University Center must be provided by or through the University Food Service. No food and/or beverages, alcoholic, may be brought into the facility in connection with an event or activity. Exceptions to this policy may be made by the Dean of Students.
- This policy is in effect because the University Center holds a restaurant license. Because of this license, the Center must follow all the regulations as established by the Alabama State Board of Health. These regulations are quite strict and hold the restaurant licensee responsible for the food service on the premises.

○ **Rationale for Student Organizations**

In order to better serve the student organizations which use the University Center, an exception to the above policy has been created. Student organizations may bring food and drink in to be used during meetings closed to MEMBERS ONLY. This exception is subject to the following guidelines

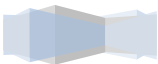
1. Only factory pre-packaged food and beverages may be used. No homemade products can be served.
2. No dairy product may be served in any form.
3. No egg product may be served in any form.
4. All food and beverages must be brought in the original containers and prepared in the area it is being served.
5. Neither the University Center nor the University Food Service will supply dishes, plates, cups napkins or any other item necessary to serve the refreshments.
6. The sponsoring organization is responsible for cleaning up all food and beverage prior to leaving the event.
7. This exception applies to refreshments only; no full meals may be served.

The Sodexo catering can be funded by the SGA Event Funding as well. The Sodexo has published **Simple Catering** with better rates for the University Student Organizations. Please review them here <http://www.uah.edu/dining/documents/SimpleCatering.pdf>

These Simple Catering provides the food but it does not include pick up/arrangements at the University site. The Student Organization will be responsible for bringing the utensils and such.

What do I do now that I have received Event Funding?

- In order for a student organization member to be reimbursed, he/she must provide the **original** receipt in order to receive their money. **NO RECEIPT, NO MONEY!**
- After the event you will have **fourteen (14) business days** to turn in your receipts for reimbursement. If the paperwork has not been turned in within the appropriate time boundary, the Event Funding is considered **VOID**.
- Plan for a two-week processing wait on any checks requested.
- Funding must only be used for the specific purpose it was requested for. When the SGA Panel allocates funding to the club or organization, it is expected that the funding will be used for the specific items it was initially requested for. SGA will monitor and track club or organization spending to make sure it concurs with the initial request. Any funding that is not used for the sole purpose of initial request is subject to being revoked.
- Any unspent funding will be reconciled to the SGA Reserve Account at the end of the fiscal year. The SGA expects the club treasurer to successfully execute the budget they were awarded.
- SGA is not responsible for any organizations that have overspent or over-obligated its SGA appropriated funding. The organization will be financially responsible for its obligations.
- Once the funding request is approved, the SGA Director of Organizational Funding will transfer the approved amount into the organization's account and complete all other paperwork necessary for the event. **The Director of Organizational Funding cannot act upon recommendations only; a panel vote must have taken place to transfer the approved amount.**



TRAVEL FUNDING

- Please Read General Guidelines first.
- Travel Funding will be awarded for Student Organizations looking to travel in a way that will benefit the University, increase the effectiveness of their organization, or complete travel that is in within the scope of the applying organizations mission. Funding can only be used for travel that directly aids student organizations in achieving organizational goals and in representing UAHuntsville in a positive manner.
- The travel can be for training, conferences, recreational, sports events, competitions or anything else that the traveling organization can prove the travel can benefit UAHuntsville and is in line with the mission of the organization.
- Student Organizations who receive funding from Student Activities are not eligible for Travel Funding.
- Student Organizations that have misappropriated funds or failed to fill every requirement specified for Travel Funding (or any other type of funding), are not eligible for future funding until the previous issue has been resolved.
- Student Organizations may apply for Travel Funding at any time during the year until all funds set aside for Student Organization funding have been allocated.
- There is no maximum or minimum amount the SGA can appropriate to any particular club.
The decision will be made based on the merit the trip will bring to UAHuntsville and the value the trip holds with the student body as a whole.
- Travel requests for events must be made at least **four (4) business/school weeks prior** to the travel date. The paperwork must be completed by the SGA Director of Organizational Funding and processed by the UAHuntsville Accounting Department. This process can take up to two weeks or more, so promptness on the organizations part is crucial. For example, if members from an organization are traveling January 1st, the request must be turned in no later than November 15th, four (4) business/school weeks prior to students being out for Winter Break. If any questions arise, please contact the SGA Director of Organizational Funding.
- When all Student Organization funding has been allocated, the SGA shall inform all student organizations that the funding has been expended and that funding requests have been closed with the exception of newly registered organizations.
- Funds can be obtained by filling out the SGA Travel Funding Application Online found on the SGA website.
- The Application must clearly break down the costs of the travel under consideration. Each item is shown separately and the total of other contributions must be included. The request must clearly state the amount an organization wishes to receive from SGA. It is recommended to include a memo to explain in further detail why the organization is requesting the money for this trip.
- The application must contain names, student identification numbers, and class standings of all individuals attending the travel with no exceptions.
- An itinerary or outline of the trip must be submitted with the online application.
- Organizations applying for travel costs that cover non-students will not be funded.

- To be eligible for Travel Funding, the organization must be traveling more than 35 miles from the University.
- If the application is completed with proper paperwork, a meeting will not be required to receive the Travel Funding.
- Once the application is complete, the Director of Organizational Funding will determine the validity of the request and finish the process of funding if approved.
- After a Travel funding is approved by the SGA financial panel, the organization who receives the funding must follow the proper procedures to complete the process, spend the funds, and return the proper paperwork or the funds will not be released.
- Food may not be applied for in any capacity on Travel Funding.

Items that can be purchased through Travel Funding

- **Registration**
 - Registration costs are paid for student organizations for conferences, training, or any other type of event that requires registration costs as an entrance.
 - Registration costs may not be funded if the costs include membership fees.
 - Information required at minimum to be considered by the financial panel is as follows: conference itinerary, outline, or printout defining the registration price; and contact information of who the registration is to be paid to.
 - Organizations must submit an itinerary, and any other plans or official documents association with travel.
 - Organizations must also submit a breakdown of all co-sponsorships by source, if applicable.
- **Transportation**
 - Transportation costs may cover airfare, vehicle rental, bus and cab fare, and personal vehicles.
 - Airfare may be utilized if the intended destination is more than 500 miles from the departure point. First-class airfare is strictly prohibited. All groups wishing to use airfare must submit quotes or prices from two different airlines or companies, and then the lowest price shall be considered for funding.
 - Personal vehicles will be reimbursed through mileage at \$0.40 per mile rates.
 - In order to be considered for personal vehicle travel the applying organization must submit documentation listing mileage printouts to and from the intended travel, the make and model of the car(s) that will be used, and a list of students utilizing this transportation.
 - Charters or contracted travel may be used. Groups must submit documentation of mileage to and from the destination, a list of students who are utilizing such services, and quotes from two different vendors or companies in order to be considered. The lowest price shall be used of the two quotes.
 - Other costs include cab fare, tolls, and commuter buses. These may be applied for as reimbursable expenses under Transportation.

- **Lodging**

- Lodging is to cover accommodations that are necessary for the organization to use during their travel.
- Items that may be purchased are hotels, motels, suites, centers, cabins, or any other contracted overnight stays.
- Hotels and Motels have in-state and out- of-state rates that may be reimbursed by the state. Student organizations should note that they are traveling on state business when traveling on funds given by SGA and therefore may ask for tax free rate from the supplier of a service they are requesting. The SGA financial panel may not allocate more than those aforementioned rates to organizations.
- **SGA may cover up to 50% of the lodging expense.**
- In order to be considered for lodging expenses, the organization at minimum is required to submit official documentation from the vendor or company, the students who will be utilizing these services, a list of rooms and persons staying, and the start and end date of the requested lodging.

- **Other**

- Other services can be applied for, that will be incurred costs during the travel. This includes luggage fees, parking fees, etc. Each item applied for under this line item requires documentation to be considered.
- Each item applied for under this line item will be approved on a case by case basis by the SGA financial panel.

HOW TO USE SGA FUNDING FOR TRAVEL

The following is designed to aid the organization's officers when filling out University forms and procedures dealing with Travel. Once completed by the organization, the treasurer should review all paperwork before submitting it to the SGA Director of Organizational Funding. All paperwork must be checked and signed by the SGA Director of Organizational Funding before being processed. If the organization's treasurer still has misunderstandings on how to correctly fill out the following forms or any other forms that may be used, feel free to contact the SGA Director of Organizational Funding.

1. Travel tends to be the most difficult paperwork to fill out and process correctly. Since this paperwork and process are extensive, an organization must start far enough in advance to insure that their funding can be approved, their travel authorizations approved, purchase orders issued to vendors involved, and any other details are taken care of before the beginning of the trip.
2. When traveling, one "Authorization to Travel" form must be filled out. Attached must be every traveling students student identification number(A#). The Dean of Students must sign these forms before the event in order to receive any type of funding. **It is crucial that this process is started early enough to ensure enough time for funds to be allocated.**

PLEASE NOTE: No Money will be appropriated unless Travel Authorizations and Travel Expense Vouchers have been filed. There will be no after-the-fact travel authorizations signed!

3. All University forms relating to travel authorizations, expense vouchers, etc. can be found in the SGA office and on the UAHuntsville web page at <http://www.uah.edu/admin/Budget/forms.php> or on the SGA web page at [uah.edu](http://www.uah.edu) -> Student Events-> SGA -> Forms.

There are two ways to access SGA funded money for travel. These are by Purchase Order or Out-of-State Voucher.

Purchase Orders

A purchase order is used for items that need to be paid for before leaving for your approved travel such as registration fees, hotel cost, etc. A purchase order is used to pay for these items instead of a member paying out of pocket and then being reimbursed through SGA.

There are two types of Purchase Orders:

- Issue Check Purchase Orders are used for expenses such as hotels, registrations, and transportation, where the vendor needs to receive payment before services are rendered.
- Check after Receipt Purchase Orders are used for items such as t-shirts, equipment, and etc, where merchandise must be checked before payment is rendered. Below is the procedure for a purchase order.

Provide a **QUOTE** from the vendor (i.e. hotel) to the SGA Director of Organizational Funding. This quote must include the vendor's name, address, telephone number, the description of items being purchased, total amount of the purchase, and the name of the organization purchasing the items. Without this information, Accounts Payable will not know where to send the check to pay for these services.

PLEASE NOTE: The University is not responsible for payment of invoices for products or services which have been purchased without first obtaining a purchase order number. University policy dictates that a purchase order number must be secured before ordering materials or authorizing repair work to be done. This also applies to materials ordered on a trial basis. Individuals authorizing the purchase of goods and services without following this procedure will be held responsible for these obligations.

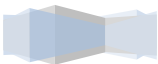
OUT-OF-STATE VOUCHER/ REIMBURSEMENTS

If a member of your organization pays for supplies, services, or food, a "Miscellaneous Voucher" form must be completed for reimbursement. Each item must be completed in order to be reimbursed.

1. The "Reimbursement" box must be checked.
2. Name, Telephone, and Address of the person receiving reimbursement must be completed. This is to whom and where the check will be sent. The officer's position in the organization should be placed on the title line and the department is the organization's name.
3. The A number of the student being reimbursed.
4. The "Description" box must contain a description of the event or purchase and must contain the signature of the person being reimbursed on the "Signature of Purchaser" line.
5. The Director of Organizational Funding and the Dean of students must sign this form before it can be processed.

What do I do now that I have received Travel Funding?

- In case of travel, money will **NOT** be appropriated or transferred unless a list of each person traveling and their student identification numbers (A#), is turned in with the Travel Funding Request. Failure to do so will result in rejection of your Travel Funding Request. These forms must be filled out completely and signed by the person traveling, as well as the Dean of Students.
- A written follow-up of the Trip is to be filled out within **fourteen (14) business days** after arrival of the trip to ensure proper use of the funds were managed. Receipts will not be accepted if they are not accompanied by an event follow-up form (to be filled out online).
- In order for a club member to be reimbursed, he/she must provide the **original** receipt in order to receive their money. **NO RECEIPT, NO MONEY!** Receipts will not be accepted if they are not accompanied by a travel follow-up form. This document informs the SGA and administration on the usefulness and overall benefit to the students and university. These receipts should be accompanied by the appropriate documentation (receipts, travel follow-up form, etc.) for your trip.
- After the trip you will have **fourteen (14) business days** to turn in your receipts and forms for reimbursement. If the paperwork has not been turned in within the appropriate time frame, the Travel Request is considered **VOID**.
- Plan for a two-week processing wait on any checks requested.
- Funding must only be used for the specific purpose it was requested for from the Panel. When the SGA financial panel allocates funding to a student organization, it is expected that the funding will be used for the specific items it was initially requested for. SGA will monitor and track the organization's spending to make sure it concurs with the initial request. Any funding that is not used for the sole purpose of the initial request is subject to being revoked by the SGA.
- Any unspent funding will be reconciled at the end of the fiscal year. The SGA expects the club treasurer to successfully execute the budget the organization was awarded.
- SGA is not responsible for any student organizations that have overspent or over-obligated their SGA appropriated funding. The organization will be financially responsible for its own obligations.
- Once the funding request is approved, the SGA Director of Organizational Funding will transfer the approved amount into the organization's account and complete all other paperwork necessary for the travel. **The Director of Organizational Funding cannot act upon recommendations only; a panel vote must have taken place to transfer the approved amount.**



Equipment Funding

- Please read General Guidelines first.
- Equipment Funding is awarded once a year in October.
- Up to \$5,000 will be dispersed to various student organizations for purchases that cannot be covered under SGA Operational, Event, or Travel Funding.
- The SGA panel will review all of the requests at once after the deadline has passed unless a faster response is required.
- An Equipment Funding Application must be filled out as with any other funding request from SGA.
- The funding provided must be spent only on the specific items that receive funding, within the fiscal year (October-September).
- The items funded will be the property of the student organization, as well as the Student Government Association, and the University. Please keep this in mind as you are applying.
- The applications will be reviewed by a panel and \$5,000 will be allocated to organizations depending on various factors, including but not limited to: life of items requested, organization participation, financial history with SGA, current funding in club accounts, departmental support, etc.
- **The advisor of the organization must sign a letter confirming the intentions of the organization and guaranteeing the completion of the said intent.**
- **All items bought on behalf of the organization must be picked up by the organization within three weeks of being informed of their arrival.**
- There is no cap on the amount of funding a student organization may request, however keep in mind that only \$5,000 will be awarded between all requests.
- Failure to follow any of the specific guidelines will result in the loss of funding from the SGA.
- The total amount designated for Equipment Funding, \$5,000, can be modified as needed and the organizations will be made aware of the increase or the decrease.

Example of Items That Can be Purchased Through Equipment Funding

- Machine Parts: \$500 dollars (5 steel rod, 1 battery, etc)
- Computer Software: \$245 (Adobe Photoshop)
- DuroMax 16 HP Go Kart Gas Power Engine Moto: \$300
- If in doubt, please apply either way or just contact the Director of Organizational Funding.



Travel Grant

- Travel Grant will be awarded to a student who received a certain type of honor but requires travel to accept the honor.
- The student requesting Travel Grant must be an Undergraduate or Graduate student.
- The student must be a full time student (taking at least 12 course work hours).
- The application must be turned in three (3) weeks in advance.
- Student must be actively participating in the event. (e.i presentation of university level scholarly paper, research abstract, receiving an honor, etc...)
 - e.i. judge position does not qualify
- Required Documents:
 - Application
 - Letter from advisor
 - Copy of conference material
 - Schedule a one-on-one meeting with SGA Grants Coordinator (Director of Organizational Funding)
- The student must submit all eligible receipts no later than two weeks after travel completion.
- Original receipts are required for any type of reimbursement.
- The student must submit a program from the conference (Or an adequate proof of attendance).
- Eligible expenses that can be reimbursed are the following:
 - Transportation
 - Registration
 - Lodging
- Maximum eligible for funding is \$500 for a domestic conference.
- If the student fails to follow any of the aforementioned guidelines, the student is forfeiting the Travel Grant.

