

# **2015-2016**

## **BUDGET & FINANCE**



### **FUNDING**

### **REGULATIONS**

### **HANDBOOK**

# **ATTENTION:**

*The policies and procedures found within this Funding Handbook apply only to the use of the supplemental funds allocated to your organization by the Student Government Association.*

*For all other departmental funds, please consult the department account manager for their policies.*

*For organizational accounts, please consult those account managers for their policies.*

## **TABLE OF CONTENTS**

Registration with the Center for Campus Life .....	5
Registration Process .....	6
Student Government Association Funding .....	7
About the Funding Regulations Handbook.....	7-8
<b>I.    Purpose of the Funding Regulations Handbook</b>	
<b>II.   Authority and Effect of the Funding Regulations Handbook</b>	
<b>III.  Duties of Student Government Association Funded Organizations</b>	
<b>IV.   Student Government Association Funding General Guidelines</b>	
<b>V.    Deadlines</b>	
SGA Financial Process.....	9-10
<b>I.    Allocation Process</b>	
<b>II.   Financial Statements</b>	
<b>III.  Contingency Funding Process</b>	
<b>IV.   External Income</b>	
<b>V.    Violations &amp; Penalties</b>	
<b>VI.   Approval Process</b>	
Contingency Funding Form .....	11
Request for Expense Approval Form.....	12
Use of SGA Funds.....	13
General Reimbursements .....	14
General Reimbursement Form.....	15
Purchase Requests .....	16
Purchase Request Form.....	17
Guest Professional and/or Speaker Services .....	18
Checklist for a Payment to a Non-resident Alien.....	19-20
Contract for Speakers and/or Professional Services Form .....	21
(use when paying for Professional fee or reimbursing travel expenses)	

Purchase Request for Speaker Airfare and/or Hotel Form.....	22
(use when paying for airfare and/or hotel only for a speaker)	
Independent Contractor Questionnaire (ICQ) Form.....	23
Vendor Setup Form.....	24-27
Travel Procedures.....	28-32
<b>Filing Practices</b>	
<b>BEFORE TRAVEL</b> .....	28-31
<b>Off Campus Student Trips and Activities</b> .....	31
<b>RETURN FROM TRAVEL</b> .....	31-32
Group Travel Application Form .....	33
Group Return from Travel Form.....	34
Group Sponsor Memo for Travel Services .....	35
Contact Information .....	36
Treasurer Transfer Checklist.....	37
Appendix A: Fundraising Ideas.....	38-40
Appendix B: Student Affairs Travel Policy .....	41-46

## **REGISTRATION WITH THE CENTER FOR CAMPUS LIFE**

- All student organizations are required to renew their registration with the Center for Campus Life every year.
- Registration begins each spring at the end of April for the next academic/fiscal year. Even if your organization registered in the months before April (when you were allocated funding), you are still required to renew your registration for the following academic year.
- Officers and advisors should make sure their organization has completed all registration requirements and attended the required workshops. Check with the Center for Campus Life in the Student Union Building for times and locations of these workshops.
- All outgoing officers should make sure incoming officers are aware of the registration policies and have all of this information
- *All student organizations who have been allocated funds by SGA cannot utilize those funds, in any way, until they have met all registration requirements with the Center for Campus Life.*
- *Student organizations cannot be reimbursed for expenses incurred prior to registration.*
- *Organizations not registered with the Center for Campus Life by the last day of class for the fall semester will forfeit 1/3 of their allocated funding.*
- *Organizations not registered with the Center for Campus Life by the last day of class for the spring semester will forfeit an additional 1/3 of their allocated funding.*
- All monies repossessed in this manner will be reallocated to the Student Organization Contingency Fund for other student organizations to utilize.
- See next page for step-by-step process

FOR MORE INFORMATION CALL: Center for Campus Life @ 742-LIFE(5433)

# **Registration Process**

## **Center for Campus Life - 742-5433**

Student Organizations must register each year to maintain their status as a registered organization.

1. Student Organizations will visit [ttu.orgsync.com](http://ttu.orgsync.com) and click “Login to OrgSync”.
2. In their organization’s profile, they will click “Settings” and then “Update and Renew Profile”
3. All information will be updated via OrgSync including:
  - a. Organization’s purpose, month of elections, membership requirements, current membership count, time of meetings, etc.
  - b. Advisor, President, Treasurer, and SORC rep information (Name, E-Mail, Phone Number, and MailStop)
  - c. Constitution and By-laws
  - d. Additional information required for nationally affiliated organizations
  - e. University Policy Agreement located at end of renewal will need to be printed, signed (by Advisor, President, Treasurer, SORC, 2 general members), scanned, and uploaded back into OrgSync
4. Once complete, submit your organization’s renewal and your registration will be reviewed for approval by the Student Organization Coordinator.
5. Risk Management training is an additional yearly requirement for Student Organizations. Please visit [ttu.orgsync.com](http://ttu.orgsync.com) for training dates and times.

# **Student Government Association Funding for Student Organizations**

The Student Senate administers the allocation of the portion of funds received by the Student Government Association from Student Service Fees for allocation to student organizations. Student Service Fees are collected by Texas Tech University as a component of tuition and fees. This allocation takes place through a very strict budget process, where annual amounts are allocated to supplement the budgets of student groups throughout the fiscal year. Allocation may also occur through the Contingency Request process, which furnishes emergency funds to new organizations and organizations currently funded for needs not anticipated during the budget process at the discretion of the Student Government Association President (for undergraduate organizations) and the Graduate Vice President (for graduate organizations).

## **About the *Funding Regulations Handbook***

### **I. Purpose of the *Funding Regulations Handbook***

This manual is written for the financial representatives of the funded student organizations and their advisors to inform them of the policies and procedures that enable the use of SGA funding efficiently. This handbook covers the basic financial policies of the SGA and Student Senate and outlines the responsibilities, restrictions and penalties related to the use of SGA funds. The manual will be updated as changes occur.

### **II. Authority and Effect of the *Funding Regulations Handbook***

The policies and procedures outlined in this manual are a compilation of the rules and laws that govern the operation of the funds allocated by the SGA. The rules, policies, procedures, and laws that govern these funds extend beyond the policies of the Student Senate and the SGA to Texas Tech University policies, state and federal law. Failure to comply with the procedures and rules laid out in this handbook may result in the permanent refusal of SGA funding to an organization. These statutes are in place to prevent the misuse of SGA allocated funds and to provide equal access for *all* students to the benefits of SGA funding.

### **III. Duties of Student Government Association Funded Organizations**

- A. Each organization funded through the SGA must obtain a copy of and is responsible for compliance with the *SGA Funding Regulations Handbook*.
- B. Financial representatives of each organization must turn over all financial materials to their successors and make them aware of all policies and procedures at the end of their terms in office.
- C. Financial representatives and advisors are required to participate in funding training, which is arranged by the SGA Account Manager each September.
- D. Each organization is responsible for registering the organization and meeting Risk Management requirements as set forth by the Center for Campus Life.
- E. Notify the Center for Campus Life of any officer or advisor changes. Also, update the “officer” and “administrator” categories in OrgSync as officers change.
- F. Organizations receiving funding from SGA are required to attend the Student Organization Representative Council (SORC) meetings quarterly. Incentives may be provided to student organizations who attend three out of the four meetings annually.

#### **IV. Student Government Association Funding General Guidelines**

- A. The organization must be officially registered with the Center for Campus Life. Any unregistered organization or any organization not in good standing with the Center for Campus Life may not submit any reimbursement, payment or travel requests.
- B. All required forms are included in their respective section of this handbook. Hard copies of the forms are available in the SGA Office. Downloadable forms are on the SGA website: [www.sga.ttu.edu](http://www.sga.ttu.edu), or submitted via OrgSync. Instructions to submit the forms in OrgSync are on the SGA website as well as in the “SGA DOCS” file folder in OrgSync.
- C. Organizations **NOT** eligible for funding include, but are not limited to, the following:
  - a. Any organization not registered with the Center for Campus Life
  - b. Any organization that can be funded by other Student Affairs Departments (i.e. Rec Center, Student Media, Center for Campus Life, etc.)
    - i. Club Sports/Teams
    - ii. Intramural Sports
  - c. Publication subscriptions
  - d. Organizations who receive funding directly from Student Service Fees
- D. As SGA funding is intended to be supplemental, SGA funding may not equal more than 30% of an organization’s operating budget.
- E. Organizations may not use their allocations to fund other organizations. However, co-sponsoring events is perfectly allowable.
- F. SGA funds cannot be used to reimburse advisor travel expenses.

#### **V. Deadlines**

***All reimbursement requests must be turned in by the following deadlines. There will be no exceptions!***

- A. Fall Deadline – Friday, December 2, 2015***
- B. Spring Deadline – Friday, May 10, 2016***
- C. Summer (Final) Deadline – Friday, August 10, 2016***



# SGA Financial Process

## I. Allocation Process

The budget process is the primary means by which funds are allocated by the SGA and Student Senate to student organizations. The *Funding Process Handbook* is available on the SGA website ([www.sga.ttu.edu](http://www.sga.ttu.edu)) and OrgSync. Please refer to for information on the Budget Process.

## II. Financial Statements

Effective Summer 2014: SGA no longer emails financial statements to the SGA funded organizations. The balances are located on the SGA website ([www.sga.ttu.edu](http://www.sga.ttu.edu)). Organizations may view their expenses by clicking on their organization name. The balances will be updated every Friday (at the end of the day).

There is one spreadsheet for Undergraduate organizations and one for Graduate organizations: <http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/>

You may also email [Katherine.r.taylor@ttu.edu](mailto:Katherine.r.taylor@ttu.edu) any time if you have questions.

## III. Contingency Funding Process

- A. This process exists to allow allocation of funds throughout the year for events or projects not previously budgeted for.
- B. The Contingency Fund is under the management of the SGA President and funds are allocated from it at his/her discretion. The Chairman of the Budget & Finance Committee, as well as the committee itself when needed, will serve in an advisory capacity to the SGA President on contingency requests.
- C. Currently funded student organizations may receive up to an additional 25% of the allocated amount set forth in the Student Organization Funding Appropriations Bill for the current fiscal year.
- D. New organizations (have not applied for funding in three (3) years) are eligible for up to \$500 of contingency funding.
- E. An organization's need to request additional funding must be based on an unexpected opportunity or expense that has arisen since the passage of the Student Organization Funding Appropriations Bill for the current fiscal year.
- F. Student organizations must comply with all rules and provisions of the *Funding Regulations Handbook*.
- G. All requesting groups must exhaust all other external funding sources before seeking funds from the Contingency Fund.
- H. All contingency requests must be turned in to the SGA office *at least ten (10) days prior to the event or travel*.
- I. The process for requesting these funds is as follows:
  - a. An officer of the organization (preferably the president or treasurer) must complete the Contingency Funding Form. **NOTE:** This form must be completed by an officer of the organization and *not an advisor or affiliated department*.
  - b. Provide this form and any additional information, either in person, e-mail, or via OrgSync to the SGA Account Manager.
  - c. The SGA President will review the request and consult with the Account Manager to either approve or deny the request.

- d. The organization will be notified via e-mail when a decision is made regarding the request.

J. EFFECTIVE September 1, 2015, SGA will not accept any requests for contingency funding until the spring session of each fiscal year. The ONLY exception is if the organization is new or not currently funded by SGA.

#### IV. External Income

No external income may be deposited into the SGA account to be added to the organization's allocation. An organization checking account at a local bank is *strongly* encouraged.

#### V. Violations & Penalties

Failure to abide by the regulations may cause cancellation of all remaining funds to your organization as well as your organization, advisors, and officers assuming full liability for all expenditures past, present, and future, and automatically subject your organization to future funding probation and/or suspension.

Failure to abide by these regulations may permanently jeopardize your organization's ability to receive funding from the SGA.

If your organization fails to abide by the established process by which all reimbursements are made, your reimbursement may be delayed or denied by the Student Government Association and/or Vice Provost of Undergraduate Education & Student Affairs and/or Texas Tech University Accounts Payable or Travel Services.

\*\*\*Under no circumstances will SGA reimburse a Texas Tech University department, Procurement Card, TTU Voyager Card, or any other TTU issued credit card. These policies are in place due to restrictions placed on the SGA through federal and state law, as well as University policy\*\*\*

***All reimbursements will be made to the organization only and it is the responsibility of the organization to disburse the reimbursement to the appropriate individuals.***

### **APPROVAL PROCESS**

The process for acquiring approval for an expense is as follows:

1. The president or treasurer of the organization (NOT the advisor or affiliated department) must complete the Request for Expense Approval Form. **NOTE:** This form must be completed by an officer of the organization and *not the advisor or affiliated department*.
2. Provide this form and any additional information, either in person, e-mail, or via OrgSync to the SGA Account Manager.
3. The SGA President or Graduate Vice President will review the request and consult with the Account Manager to either approve or deny the request.
4. The organization will be notified via e-mail when a decision is made regarding the request.

# Contingency Funding Form

*Due to SGA at least 10 days prior to an event / 3 weeks prior to travel*

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Organization President's Signature: \_\_\_\_\_

Organization Advisor's Signature: \_\_\_\_\_

Date of Event/Travel: \_\_\_\_\_

Purpose/Description of Event/Travel/Expense Request:

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Benefit to TTU and your organization:

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Other funding for this expense: \_\_\_\_\_

Amount requested from SGA: \_\_\_\_\_

*Please feel free to attach additional information*

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*SGA Office Use Only*

Approved or Denied

Amount approved: \_\_\_\_\_

\_\_\_\_\_  
Student Government Association President

\_\_\_\_\_  
Date

Date Received by SGA:

# Request for Expense Approval Form

**Check One:**

Recruiting Items (including T-shirts) \_\_\_\_\_

Food \_\_\_\_\_

Books \_\_\_\_\_

Other

Student Organization Officer Signature:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Detailed Purpose/Description of Event/Travel/Expense Request:

Benefit to TTU and your organization:

Other funding for this expense: \_\_\_\_\_

Amount requested from SGA: \_\_\_\_\_

*Please feel free to attach additional information*

SGA Office Use Only

Approved or Denied

Amount approved: \_\_\_\_\_

Student Government Association President

Date \_\_\_\_\_

Date Received by SGA:

## Use of SGA Funds

### **Activities which may be funded include, but are not limited to:**

1. Travel Expenses (hotel, transportation, meals, registration e.g.)
2. Speaker's fees & expenses (reimbursed to speaker only, cannot be reimbursed to the organization or advisor/department; we can pay for certain expenses ahead of time – airline, hotel)
3. General office supplies
4. Postage
5. Copying and printing (**Copy of what was printed/copied required**)
6. Event Room Rental
7. Organization Banners and Signs (including vinyl banners and organization displays) – **Copy of the design required**
8. Advertising (**Tear sheet required**)
9. Equipment Rentals
10. La Ventana Pages
11. Internal Publications (organization newsletter e.g.)
12. 50% of Recruiting Items (t-shirts, pens/pencils, mugs, koozies e.g.) – **All recruitment items, including t-shirts, must solely be for the purpose of recruiting students to the organization; therefore, may only have the organization's name and/or logo. No other material, either expressly stated or implied, will be allowed on shirts paid for by SGA funds. (Request for Expense Approval Form and copy of the design required) Effective September 1, 2015, if SGA funding is being utilized for promotional/recruiting items then "Sponsored by SGA" or SGA's official logo must be included on the product. If it is not, then SGA will not provide funding for the expense.**

### **Activities which CANNOT BE FUNDED include, but are not limited to:**

1. Research Presentation/Poster or Paper Competition Travel or Advisor Travel Expenses, internship fees
2. Scholarships, awards, gifts, prizes
3. Fundraising projects solely beneficial to the organization
4. Operating expenses (telephone, subscriptions, salaries, copier rental, e.g.).
5. Fixtures, or furniture to decorate offices
6. Computers, printers, scanners, digital cameras, or hardware
7. Tents, tables, canopies, or camping equipment
8. Equipment of any kind
9. Club sports or any intramural expenses
10. Hotel room service/In room movies/DVD or VCR rentals/videos/tapes/internet access
11. Texas state sales tax
12. National or State Organizational Membership Dues
13. Donations of any kind
14. Publication subscriptions
15. Books, Handbooks, or Textbooks, including digital textbooks, unless authorized by SGA President or Graduate Vice President (**Request for Expense Approval Form Required**)
16. Food, drink, decorations, or entertainment for banquets, receptions, meetings, buffets, parties, or other events.

**Please Note:** These lists are not all-inclusive. Other items may or may not be funded at the discretion of the Budget & Finance Committee and/or the President of SGA or Graduate Vice President, and/or TTU Accounts Payables.

## **GENERAL REIMBURSEMENTS**

*(use to reimburse an organization for an expense they've paid)*

Before an organization can be reimbursed for an expense they MUST be established as a vendor with Texas Tech University. TTU will not issue checks to any business, person, or organization without being established in this capacity.

- All organizations must have a tax ID or EIN number (which is applied for through the IRS).
  - If your organization has an off-campus checking account (Prosperity Bank, Texas Tech Federal Credit Union, Wells Fargo, etc.) you will not have to request an EIN from the IRS. Your bank will provide you with the number upon request.
  - If your organization does not have a tax ID or EIN number follow the set of instructions provided in the “SGA DOCS” folder in OrgSync.
- Once you have your tax ID or EIN number you must complete the Vendor Setup form which is provided in this handbook (pages 24-27) as well as the SGA Website ([www.sga.ttu.edu](http://www.sga.ttu.edu)).
  - Fill out the following sections of the Vendor Form
    - Sections A, B, C, and E
      - Your organization’s advisor’s on campus contact information should be used on this form rather than anyone’s personal home address/phone number
- Return the vendor form to Katherine rather than Vendor Services as she will be notified when your organization becomes an active vendor.

If you have any questions or issues with this process contact Katherine.

### **REIMBURSEMENT PROCEDURE:**

1. Fill out the General Reimbursement Form completely. *This form may be submitted via OrgSync.*
2. Provide **original receipts**. Receipts that are not readable or are copied will be returned to the organization as unacceptable. If this form is submitted in OrgSync you will still need to print the form, attach original receipts and submit them to the account manager.
3. If the reimbursement includes copying or printing, please provide a copy of the item copied or printed (i.e. flyers, newsletters, etc.).
4. Please be prepared to provide the Request for Expense Approval Form for any questionable items, items that must be approved by the SGA President or Graduate Vice President, or items not mentioned in the Budget Packet approved by the Student Senate.
5. Reimbursement checks will be made payable to the organization only. The organization will then be responsible for dispersing the reimbursements to individual members.
6. Please allow at least three (3) weeks to receive your reimbursement. If you are requesting reimbursement at the beginning of the fall semester, during the semester break or in August, your reimbursement may take longer than three (3) weeks. Travel reimbursements processed via group travel on the Travel Services website will be made payable to the advisor and mailed to their respective mail stop.
7. If you have any questions about a reimbursement, please call Katherine Taylor, SGA Account Manager at 742-3631 or e-mail her at [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu).

**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION  
GENERAL REIMBURSEMENT FORM**

_____ Name of Organization	_____ Mail Stop	_____ Date	
_____ Name of Advisor	_____ Department	_____ Phone #	_____ Fax #
_____ Name of Person to Contact for More Information		_____ Phone # or Email Address	

Reimbursement is for:

\$\_\_\_\_\_ Postage (what was mailed) \_\_\_\_\_

\$\_\_\_\_\_ Copying/Printing (Must include a copy of Printing)

\$\_\_\_\_\_ Office Supplies (Be Specific) \_\_\_\_\_

\$\_\_\_\_\_ Room Rental/Equipment Rental

\$\_\_\_\_\_ 50% of Recruiting Items (Expense Approval Form & Copy of the Design Required)

\$\_\_\_\_\_ Banners/Signs (Copy of the Design required)

\$\_\_\_\_\_ 50% of Recruiting T-Shirts (Expense Approval Form & Copy of the Design Required)

\$\_\_\_\_\_ Advertising (Tear Sheet Required)

\$\_\_\_\_\_ La Ventana Pages

\$\_\_\_\_\_ Other (Be Specific) \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Student Organization's President Signature

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**Remember: WE DO NOT REIMBURSE STATE SALES TAX.**

**Attach all ORIGINAL Receipts and supporting documents to this form. Reimbursements will not be made without them.**

**Call Katherine Taylor at 742-3631 or e-mail her at [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu) if you have any questions about reimbursement.**

## **PURCHASE REQUESTS**

*(use to pay vendors directly for an expense)*

The company must be established as a vendor with TTU. You may email Katherine Taylor at [Katherine.r.taylor@ttu.edu](mailto:Katherine.r.taylor@ttu.edu) to make sure the company is established. If they are not set up ask the company to fill out the Vendor Setup form provided in this handbook (pages 24-27). The form needs to be returned to Katherine rather than Vendor Services as she will be notified when the company becomes an active vendor.

### **PURCHASE PROCEDURE:**

1. Fill out the Purchase Request Form completely. *This form may be submitted via OrgSync.*
2. Provide ***original invoices or print out of specific items to be purchased*** (i.e. printouts of specific office supplies). Invoices that are not readable or are copied will be returned to the organization as unacceptable. If this form is submitted in OrgSync you will still need to print the form, attach original receipts and submit them to the account manager.  
\*\*Office supplies will be purchased at Staples if available, so please print out specific items from [www.staples.com](http://www.staples.com) in order to ensure that we purchase exactly what you need.
3. If the request includes printing, please provide a copy of what is to be printed (i.e. flyers, newsletters, etc.) or a copy of the design (i.e. recruitment items, banners, posters).
4. Please be prepared to provide a memo for any questionable items, items that must be approved by the SGA President or Graduate Vice President, or items not mentioned in the Budget Packet approved by the Student Senate.
5. Checks will be made payable to the vendor as stated on the invoice.
6. Please allow at least three (3) weeks for payment.
7. If you have any questions about a payment, please call Katherine Taylor, SGA Account Manager at 742-3631 or e-mail her at [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu).

### **DIRECT PAYMENT TO ON-CAMPUS ENTITIES**

***No organization is allowed to use the account number (or FOP) without prior knowledge and approval by Katherine Taylor, SGA Account Manager.***

1. Contact Katherine Taylor via email or phone to notify her of the purchase. Please let Katherine Taylor know exactly what the purchase is for and the amount (either actual or estimated).
2. Tell your contact at the campus entity that you would like to use your SGA funds to pay for this expense.
3. Obtain a quote from the entity and submit it to Katherine Taylor along with the Purchase Request form.
4. Provide any receipt(s) and additional documentation to Katherine Taylor in order for her to be able to reconcile the charges in the account. If no receipt is provided to you, please follow up with Katherine Taylor to ensure that she has received confirmation of the charge.



**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION  
PURCHASE REQUEST FORM**

Name of Organization		Date	
Name of Advisor	Department	Phone #	Org Mail Stop
Name of Person to Contact for More Information		Phone # or Email Address	

**Payment is for:**

\$\_\_\_\_\_ Copying/Printing (Must include a copy of Printing)

\$\_\_\_\_\_ Office Supplies (Attach print-out of specific items to be purchased)  
These items will be purchased from Staples if available.

\$\_\_\_\_\_ Room Rental/Equipment Rental

\$\_\_\_\_\_ 50% of Recruiting Items (Expense Approval Form & Copy of the Design Required)

\$\_\_\_\_\_ Banners/Signs (Copy of the Design is required)

\$\_\_\_\_\_ 50% of Recruiting T-Shirts (Expense Approval Form & Copy of the Design Required)

\$\_\_\_\_\_ Other (Be Specific)\_\_\_\_\_

**Vendor Information:**

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Invoice/Reference Number \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Student Organization's President Signature

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**Attach all ORIGINAL Invoices and supporting documents to this form. Payments will not be made without them.**

**Call Katherine Taylor at 742-3631 or e-mail her at [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu) if you have any questions about reimbursement.**

## **GUEST PROFESSIONAL AND / OR SPEAKER SERVICES**

### **SPEAKER PAYMENT PROCEDURE:**

1. ***Campus Organization Contract for Speakers Form:*** This form must be completed and signed prior to reimbursement. All **ORIGINAL** documentation (e.g. airline tickets, lodging, meal receipts) must accompany this form and be turned in to the Student Government Association office no later than ten (10) calendar days after the event in order for reimbursement to be made to the speaker.
2. ***Independent Contractor Questionnaire and Vendor Setup Form:*** This form must be filled out for each Speaker **prior** to payment/reimbursement. ***Payments/reimbursements will not be made to the Speaker(s) without this form.***
3. If SGA is paying for airfare and/or hotel (only) for the speaker please use the “Guest Professional Form – Purchase Request for Airfare and Hotel”.
4. If SGA is paying a professional fee to the speaker submit the forms to SGA three (3) weeks prior to the event. If the paperwork is submitted after the event the payment will be delayed up to eight (8) weeks.

### **SPECIAL NOTES:**

- The SGA must pay/reimburse the speaker directly for their professional/speaker fees.
- Only speakers, not organizations, can be reimbursed for the speaker’s travel, lodging, and meal expenses.
- SGA can make flight and hotel purchases for guest professionals. Please contact Katherine Taylor at least three (3) weeks in advance of the guest professional’s arrival if you would like us to make these travel arrangements.
- ***Please see next page for special requirements for payment to speakers or professionals who are not US Citizens or permanent resident aliens. All of the documentation required must also be provided to the SGA. If you are bringing in a speaker who fits this description, you MUST contact SGA at least one (1) month prior to the guest’s arrival on campus.***
- The Student Government Association cannot pay or reimburse expenses or fees for speakers who are employed in any capacity by the Texas Tech University System or its affiliated campuses.

# Checklist for a payment to a Nonresident Alien

**1) All** payments must meet “eligibility for payment” rules set by the U.S. Citizenship and Immigration Services. The immigration rules are based on the visitor’s immigration status (visa type) on the I-94 card, number of days performing services in the U.S. and the type of payment being made to the visitor. You must contact the Phillip Gill in the Office of International Affairs at (806-742-3667–Phone) **before** inviting the Nonresident Alien visitor to campus to ensure that the visitor will have a payable visa type. Phillip will need to know the following information:

- ☐ The visitor’s country of citizenship
- ☐ The expected arrival date on campus
- ☐ The expected immigration status
- ☐ The expected number of days the visitor will perform the service
- ☐ The type of payment being made

**2) When** the nonresident alien visitor arrives in the United States, make copies of the following documents and **immediately** fax them over to the Office of International Affairs at (806-742-1286 – Fax). They will fax an approval or disapproval to the Office of Tax Compliance. The Office of Tax Compliance will then notify the department whether or not they can make a payment to the foreign visitor.

- ☐ Copy the I-94 Card (Small white card issued at the port of entry to the U.S. indicating the status of the person entering and the length of stay allowed.) or I-94W Card (Small green version of the I-94 issued to persons entering the United States on the visa waiver program)
- ☐ Passport Pages with the Visa Stamp
- ☐ General Information/Picture ID Page
- ☐ The Pink IAP-66 Form for J-1 Visa Holders (An immigration document issued to a J-1 Exchange Visitor. After processing at the port of entry, the nonresident alien should have the pink copy. This form indicates the name of the sponsoring school, the activity of the participant and the dates of the program.)

**3) Many** countries have income tax treaties with the United States which were developed specifically to encourage the exchange of information and business. Tax treaties allow nonresident aliens to be exempt from U.S. income tax withholding but only if the proper procedures are followed to claim a tax treaty benefit. If there is a tax treaty for the individual’s country of residence and there is a provision for “independent personal services”, then the Nonresident Alien visitor will need to complete IRS Form 8233 and must have a taxpayer identification number in order to claim a tax treaty benefit. **Contact the Office of Tax Compliance to determine if a tax treaty exists for the individual.** If the Nonresident Alien is eligible for tax treaty benefit, we will not have to withhold 30% income tax from his payment. If the Nonresident Alien visitor is going to be paid an honorarium and he is going to claim a tax treaty benefit and the Nonresident Alien does not have a United States Individual Taxpayer Identification Number, you will need to **immediately take** the Nonresident Alien to the Office of Tax Compliance at Drane Hall Room 106 (or Phillip Gill’s office) to help the visitor complete the Form W-7 Application for IRS Individual Taxpayer Identification Number (ITIN). This **must** be done in person.

4) The following three pieces of information will need to be sent to the Office of Tax Compliance at Drane Hall 106 at the same time the information in Section 2 is sent to the Office of International Affairs. Should you have any questions or need to fax the information, the Office of Tax Compliance can be reached at (806-742-2970 – Phone) or (806-742-0066 – Fax).

- ☐ Individual Taxpayer Identification Number (e.g. copy of social security card, ITIN card, or Form W-7 Application for IRS Individual Taxpayer Identification Number that was obtained from the Office of Tax Compliance or the Office of International Affairs in person)
- ☐ IRS Form 8233 (December 2001) Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual (to determine if this form is needed, contact the Office of Tax Compliance to verify there is a treaty with the nonresident alien's country)
- ☐ Foreign National Information Form (to be completed by the nonresident alien)

5) Please bring all of the previous documentation to Katherine Taylor in the Student Government Association office to complete the payment.

### **Office of International Affairs**

806-742-3667 – Phone

806-742-1286 – Fax

### **Office of Tax Compliance**

806-742-2970 – Phone

806-742-0066 – Fax

**NOTICE:**  
**TTU/TTUHSC EMPLOYEES WILL NOT BE PAID THROUGH SGA FUNDS FOR CAMPUS  
SPEAKER AND/ OR PROFESSIONAL SERVICES.**

**CAMPUS ORGANIZATIONS-CONTRACT FOR SPEAKERS AND/OR  
PROFESSIONAL SERVICES**

Name of Organization: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

\_\_\_\_\_  
Professional's Name

\_\_\_\_\_  
Social Security Number

Is Professional a United States citizen or permanent resident alien? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If No please refer to Page 17 & 19 of the Funding Handbook)

Is Professional a current TTU/TTUHSC Employee? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If Yes, SGA cannot pay/reimburse them)

\_\_\_\_\_  
Professional's Home Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Professional's Email Address

Presentation Topic (Please be Specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audience \_\_\_\_\_  
\_\_\_\_\_

**Expenses:**

Professional Fee \$ \_\_\_\_\_ Lodging Expenses \$ \_\_\_\_\_

Travel Expenses \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_

Number of hours per day the person spent performing the service \_\_\_\_\_

TOTAL Reimbursement to be paid to Professional \$ \_\_\_\_\_

**PAYMENT OF PROFESSIONAL AND/ OR SPEAKER FEE AND REIMBURSEMENT OF TRAVEL  
EXPENSES WILL GO DIRECTLY TO SPEAKER**

\_\_\_\_\_  
Professional's Signature

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Organization President's Signature

**NOTICE:**  
**TTU/TTUHSC EMPLOYEES WILL NOT BE PAID THROUGH SGA FUNDS FOR CAMPUS  
SPEAKER AND/ OR PROFESSIONAL SERVICES.**

**CAMPUS ORGANIZATIONS-PURCHASE REQUEST FOR**  
**SPEAKER AIRFARE AND HOTEL only**

Name of Organization: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

\_\_\_\_\_  
Professional's Name (as it is written on Driver's License for airfare)

\_\_\_\_\_  
Date of Birth

Is Professional a United States citizen or permanent resident alien? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If No please refer to Page 9 & 10 of the Funding Handbook)

Is Professional a current TTU/TTUHSC Employee? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If Yes, SGA cannot pay/reimburse them)

\_\_\_\_\_  
Professional's Home Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Presentation Topic (Please be Specific)

\_\_\_\_\_

\_\_\_\_\_

Audience \_\_\_\_\_

\_\_\_\_\_

**Expenses:**

Lodging Expenses \$ \_\_\_\_\_ Dates of Arrival/Departure \_\_\_\_\_

Airfare Expense \$ \_\_\_\_\_

Flight Preferences: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL Airfare and/or Hotel to be paid for Professional \$ \_\_\_\_\_

**PAYMENT OF AIRFARE AND HOTEL WILL BE MADE PAYABLE DIRECTLY TO THE  
RESPECTIVE VENDOR**

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Organization President's Signature



TEXAS TECH UNIVERSITY

**INDEPENDENT CONTRACTOR QUESTIONNAIRE**

Name of Business or Individual: \_\_\_\_\_  
 If Business, Name of Owner(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 SSN/ITIN of Individual/Business Owner: \_\_\_\_\_  
 Date(s) of service: \_\_\_\_\_  
 \*Total Contract Amount: \$ \_\_\_\_\_

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| 1. Are you a U.S. Citizen or Permanent Resident Alien?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you a current employee or have you been an employee of Texas Tech University System, Texas Tech University or Health Sciences Center ("TTUS") during the past twelve months?<br>If you answered "yes", the payment MUST be paid through the Payroll Office. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you required to comply with instructions about how the work is to be performed (e.g., instructions on when/where to work, what tools to use, where to purchase supplies, what order to follow, etc.)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you being trained by TTUS to perform the services?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you required to perform the services personally (e.g., cannot delegate the job to others)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does TTUS hire, supervise and pay assistants to help you with the services provided?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are the services being provided to TTUS on a continuing (frequent or long-term) basis?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does TTUS set your work schedule (e.g., the number of hours to work and when)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you market your services to the general public or are you free to provide services to others?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is the payment for services based on a flat fee or lump sum arrangement?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Does TTUS provide the tools, materials and supplies necessary to complete the work?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Can TTUS discharge you for reasons other than non-performance of the contract?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Can you end your relationship with TTUS without incurring a liability for failure to complete a job?   | <input type="checkbox"/> | <input type="checkbox"/> |

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE PAYMENT DIRECTLY TO THE INTERNAL REVENUE SERVICE FOR ANY TAXES THAT MAY BE APPLICABLE TO THIS INDEPENDENT CONTRACTOR PAYMENT.

\_\_\_\_\_  
Signature of Business Owner/Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract/Financial Manager Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY TAX COMPLIANCE & REPORTING:**

Does not constitute employer-employee relationship.	
Does constitute employer-employee relationship.	

\_\_\_\_\_  
Tax Compliance & Reporting

\_\_\_\_\_  
Date

\*If the total payment is more than \$5,000 on a sponsored project account, then a copy of this form should be sent to the Office of Research Services so that a written agreement can be prepared.



Submit to: [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu) or fax 806/742-3820

## VENDOR SETUP FORM - NEW VENDORS

TEXAS TECH UNIVERSITY

Print Form

Reset Form

### Section A - Vendor Type Information (select one category for each):

Type of Purchase (required) ☐ Materials/goods ☐ Services ☐ Combination of goods and services ☐ Other

Type of Vendor (required) ☐ Corporation Corporate Charter Number

☐ Medical/legal ☐ State agency ☐ Federal agency ☐ Non-profit ☐ PLS

☐ Individual/sole proprietor ☐ Partnership ☐ Other

LLC taxed as (choose one of the following if applicable): ☐ LLC taxed as corporation ☐ LLC taxed as sole proprietor

If you selected Partnership or Individual/Sole Proprietor above, provide the following information:

Individual/Sole Prop. OR Partner's Name

Individual/Sole Prop. OR Partner's Social Security #

Foreign vendors confirmation (required if foreign vendor; do not complete Section E if foreign vendor):

☐ Check if non-resident alien Home country

### Section B - Vendor General Information:

Vendor name

Business name (if different)

Mailing Address

City  State  Zip Code

Remit to (address for payment remittance):

City  State  Zip Code

Business Phone  Toll-free Number  Fax

### Section C - Purchase Order Setup:

Please check your preferred method of receiving purchase orders (required, select one only) ☐ E-mail ☐ Fax

E-mail (for PO Distribution if preferred)

Fax (for PO distribution if preferred - include country and area codes)



**Section D - Historically Underutilized Business (HUB)/Federal Business Special Classifications:**

Federal business classifications:

- ☐ Certified by SBA as a small disadvantaged business      ☐ Minority owned small business (other than woman)
- ☐ Certified by SBA as a HUBZone small business      ☐ Veteran owned small business
- ☐ Woman owned small business      ☐ Large business or not-for-profit

Texas HUB Classification:

☐ Texas certified HUB

HUB Number

Under 15 U.S.C. (d), any person who misrepresents its size status shall (1) be punished by fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

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**Section E - W-9 Request for Taxpayer Identification Number and Certification (required):**

Taxpayer Identification number

or

Social security number

Under penalties of perjury, I certify that:

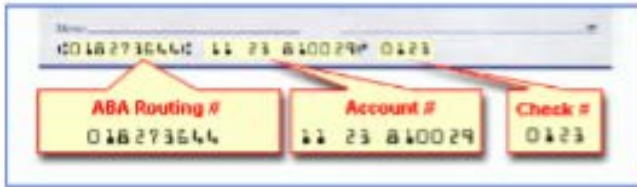
- (1) the number shown on this form is my correct taxpayer identification number or I am waiting for a number to be issued to me and  
(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS notified me that I am no longer subject to backup withholding, and  
(3) I am a U.S. citizen or other U.S. person.

Signature of U.S. person (required)

Date

Printed name

**Section F - Payment Account Information (for US financial institutions only)** *Completion by financial institution is recommended*



Financial institution name

Routing number (nine digit code)  Account Type ☐ Checking ☐ Savings

Account number

**Section G - International Payment Verification (Required)**

Will these payments be forwarded to a financial institution outside the United States? ☐ Yes ☐ No

*The University pays vendors from multiple funding sources. The primary funding sources are from University funds and from state of Texas funds. The state of Texas funds are paid directly from the Texas Comptroller of Public Accounts. This form is designed to authorize payments from both the state of Texas and Texas Tech University System.*

**Section H - Authorization for Direct Deposit and Advance Payment Notification Setup for the Texas Comptroller of Public Accounts (Required for direct deposit)**

I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error.

I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution).

Authorized Signature (Required)

Printed name  Date

E-mail (required for direct deposit)

By providing an e-mail address, I authorize notifications of payment(s) posting to my account. I understand that notifications may include payment information that is considered confidential and therefore exempt from public disclosure.

**Section I - Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (Required for direct deposit)**

I hereby authorize Texas Tech University to deposit by electronic transfer, payments owed to me and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. Texas Tech University shall deposit the payments in the financial institution and account designated above. I recognize if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and Texas Tech University's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.

Authorized Signature (Required)

Printed name  Date

E-mail (required for direct deposit)

By providing an e-mail address, I authorize notifications of payment(s) posting to my account. I understand that notifications may include payment information that is considered confidential and therefore exempt from public disclosure.

**Section A - Vendor Type Information:**

**Type of Purchase:** Vendor shall identify if they provide tangible goods, services, or a combination of both.

**Type of Vendor:** Vendor shall identify, which one of the following vendor classifications, they qualify as: corporation (provide the corporate charter number), medical/legal, state agency, federal agency, non-profit (501 C), PLS, individual/sole proprietorship, partnership, LLC taxed as a sole proprietor, or LLC taxed as a partnership. If the company is an individual/sole proprietor or partnership, provide the name of the owner if sole proprietor/individual or the partner's name in the case of a partnership and the social security number of the owner if sole proprietor/individual or the partner's social security number in the case of a partnership.

**Foreign Vendor Confirmation:** Vendor shall confirm if they are a foreign vendor and the home country if applicable. (Note: Additional tax documents may be required if vendor has a foreign status. E-mail: [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu) for questions.)

**Section B - Vendor General Information:** Provide the vendor's basic information so that it may be entered in to the vendor system. Please note that the Vendor name and Tax ID are required information items. **Remit To:** provide an alternate address for remittance of payments if direct deposit is not utilized.

**Section C - Purchase Order Setup:** Identify if the vendor prefers to receive purchase orders by fax or by e-mail. The University may set up distribution either way, but not both. As a reminder, the University requires a purchase order or a credit card for any purchase made by a University employee.

**Section D - Historically Underutilized Business (HUB)/Federal Business Special Classifications:** Identify any special classifications that the vendor holds. Please identify all federal classifications (more than one classification may apply). If the vendor is qualified as a State of Texas Historically Underutilized Business (HUB), please provide the HUB number.

**Section E - Substitute W-9 Form:** Provide the taxpayer information as required for initial vendor set-up. The form will have to be printed and contain an original signature in this section for set-up to conduct business with the University.

**Section F - Payment Account Information:** Completion by financial institution is recommended. **Important:** Your direct deposit account information may be different from the account information printed on your checks. It is recommended that you contact your financial institution to confirm your direct deposit account information. **Note:** A prenote test will be sent to your financial institution for the account information entered into the system. The prenote test is for a period of six banking days, and it is sent to your financial institution to verify your account information. If no further action is required by your financial institution, your direct deposit instructions will become effective when the six banking day prenote time frame has expired.

**Section G - International Payment Verification:** The vendor shall confirm if the funds from deposits received from the University will be forwarded to a financial institution or not. **If you receive state payments by direct deposit which are forwarded from a United States financial institution to a financial institution outside the United States, please contact the Texas Comptroller of Public Accounts at (512) 936-8138 and FAX your form to (512) 475-5424 or send to [tins.mail@cpa.state.tx.us](mailto:tins.mail@cpa.state.tx.us).**

Note: The University receives funding from various sources. Each type of funding (University, State of Texas, Federal, Grant) will be handled differently. For vendors receiving State appropriated funds, those funds will be by paid directly from the Texas Comptroller of Public Accounts. If the vendor elects to receive paper checks, the vendor will receive a separate check from the Comptroller for any portion paid on appropriated funds and a separate check for any portion paid on any other type of funding (University, Federal, Grant). If the vendor elects to receive direct deposits and advance payment notifications, those payments and notifications will come from different sources. Therefore, it will be required that the vendor authorize direct deposits and payment notifications for both the Texas Comptroller of Public Accounts and Texas Tech University.

**Section H - Authorization for Direct Deposit and Advance Payment Notification Setup for the Texas Comptroller of Public Accounts (Required doe direct deposit):** Provide the contact name, date, and e-mail to which payment notifications are to be sent for direct deposits. Notifications are sent for direct deposit payments only, and e-mails are sent one business day prior to the deposit.

**Section I - Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (Required for direct deposit):** Provide the contact name, date, and e-mail to which payment notifications are to be sent for direct deposits. Notifications are sent for direct deposit payments only, and e-mails are sent one business day prior to the deposit.

**Benefits of Direct Deposit!**

1. Expedites payments to the vendor: cuts down on mailing and deposit times. 2. Secured and automated: no more lost checks, mail delays, etc. 3. Easy: one-time setup and payments are posted directly to your account. 4. Green: paper checks add 3.6 million tons of CO<sub>2</sub> into the environment each year. 5. Reduces costs for taxpayers: the printing and mailing of checks adds to the costs for taxpayers.

Once this form is completed, and signed, please fax to 806/742-3844 or e-mail to [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu).

## **TRAVEL PROCEDURES**

*Failure to comply with the following rules and regulations will cause cancellation of all remaining funds to your organization and subject your organization to future funding probation.*

***Retain ORIGINAL RECEIPTS for all travel expenses! No copies will be accepted.***

***NOTE: Travel to present research is no longer allowed on SGA funds. Also, SGA funds cannot be used to reimburse advisor travel expenses.***

***Travel Policy:*** A maximum of 2/3 of an organization's allocation may be used for travel expenses, including, but not limited to, hotel, gas, airfare, meals, registration, unless more than 2/3 of the organization participates in the travel. If more than 2/3 of the organization is participating, then the organization may use up to 100% of their allocation for travel.

### **Filing Practices for Travel Vouchers:**

The University Travel System currently only accepts individuals as payees. As this is the case, the Division of Undergraduate Education & Student Affairs and SGA have determined that when filing for group trips, the "individual" required for the system will be the group sponsor or advisor. Since the documents are entered under his/her name, all cash advance and reimbursement checks are written directly to the advisor. Please see below for further explanation.

### **BEFORE TRAVEL:**

- 1. Refer to the Student Affairs Travel Policy located in the back of this handbook**
- 2. Complete the Travel Application Form**
  - i.** Completed Travel Applications must be turned in to Katherine Taylor, SGA Account Manager, in the SGA Office ***at least three (3) weeks (15 business days) before your departure, regardless of whether you are requesting a cash advance or not.*** Travel applications submitted within the three (3) week period prior to the travel or after the travel has taken place will be reviewed by the SGA President or Graduate Vice President. The requests may be denied. The application must be accompanied by a memo justifying the delay.
  - ii.** Form must be completed in its entirety before it will be accepted by the SGA Office.
  - iii.** Provide a list of all students attending the trip along with their student ID numbers and emergency contact information. This information may be submitted up to the day before the students leave on their trip, but it must be provided prior to departure on the trip. This is to ensure that if anything were to happen on the trip, the University has the information for the students traveling.
  - iv.** The travel system only allows travel requests to be entered under the name of a person (not an organization). Due to this fact, the Division of Undergraduate Education & Student Affairs and SGA have chosen to enter the travel request under the advisor's name instead of one of the students attending the trip. This is to ensure that a TTU employee is responsible for the funds used on the trip. For this reason, the advisor's full name and Banner ID number (R#) are required on the form.
    - Other options exist if the advisor does not wish to have travel in their name. If this is the case, please ask the advisor to contact Katherine Taylor to discuss these options.
  - v.** All travel outside of the contiguous 48 states, including travel to Hawaii or Alaska and overseas, must be approved by the SGA President or Graduate Vice President, Vice

Provost for Undergraduate Education & Student Affairs, the Office of International Affairs, AND the Provost; therefore, please provide the travel application to SGA at least one (1) month prior to the trip along with a memo detailing the purpose and benefit of the trip.

### **3. Cash Advance**

- i. Cash advances are only allowed for the following expenses (up to 90% of the requested funds):
  - 1. Hotel Expenses
  - 2. Meals
- ii. All other allowable travel expenses are reimbursable.
- iii. Per Travel Services when a cash advance is requested the advisor must sign a memo each fiscal year acknowledging that they agree to sponsor TTU students for official TTU business and also acknowledging they are responsible for the disbursement of travel funds.
- iv. Cash advances must be picked up by the advisor in the Travel Services, Room 332 Drane Hall, after 11:00 am the business day prior to departure (unless they are set up for direct deposit). If the advisor cannot pick up the cash advance, he/she may send a signed note to the Travel Services permitting someone else to pick up the check.
- v. **All travel vouchers on which there are funds owed to the university from a cash advance (the cash advance monies were not completely utilized on the trip) will be held in the SGA office. The organization will need to provide a check or money order for the amount of the cash advance overage. SGA will make the organization aware of what that amount is after the voucher has been filed; funds will not be accepted until after the voucher is filed. DO NOT bring cash to the SGA office with your receipts. Cash will not be accepted under any circumstances. TEMPORARY CHECKS ARE NOT ACCEPTED.**

### **4. Registration**

- i. Registration may be reimbursed on the travel voucher following the trip.
- ii. Registration may be paid directly out of the organization funds. Funds for advance registration will be processed using a Purchase Order *at least 14 days in advance* of registration deadline.
- iii. Options exist for online payment. Please contact Katherine Taylor for payment in this manner.

### **5. Excluded Expenses**

- i. *State sales tax on hotels in Texas*
- ii. Any alcoholic beverages
- iii. Local and long distance calls including calls to Texas Tech
- iv. Gratuities (tips)
- v. Room service of food, movies, drinks
- vi. Souvenirs
- vii. Insurance paid on personal, state or rental vehicles for travel
- viii. No insurance for travel outside the United States will be reimbursed
- ix. National organization membership dues included in conference registration
- x. Only one (1) checked bag is allowed. Expenses for more than one (1) bag will not be reimbursed.

### **6. Rental Vehicles**

- i. Use of the Texas Tech University Vehicle Rental is allowed.
  - 1. When traveling using an official Texas Tech Vehicle, rented from the University, understand that you will be charged through a separate account debit/charge than the rest of your travel charges. It may still be funded through the Student Government Association; however, when this reservation is made through



- University Vehicle Rental, please ask your contact to request the account (FOP) to charge from Katherine Taylor.
2. Please notify Katherine Taylor of this expense prior to contacting Vehicle Rental so that she will be expecting this call. Please see the instructions for Direct Payment to On-Campus Entities. (p. 16)
  - ii. The following companies are contracted through the State of Texas with TTU to provide rental vehicles for travel. Use of these companies is *strongly encouraged*. When making reservations, please give the Texas Tech I.D. numbers as follows:
    1. **Avis Rental Car System, Inc. – S828019**
    2. **Budget Discount – R524119**
    3. **National - Enterprise Rent-a-Car – TX733**
  - iii. These companies offer a state rate, which includes insurance on the rental vehicle. If another company is used, the insurance is not reimbursable and you are not fully covered by the state if anything were to happen in the vehicle.
  - iv. If another company is used, only the state rate that would have been charged with one of the contracted vendors will be reimbursed. Any cost in excess of that amount will not be reimbursed.
- 7. Public Transportation**  
Taxi receipts and other public transportation must be documented using a point-to-point explanation for each receipt (i.e. hotel to airport, hotel to convention center, etc.).
- 8. Multiple Departments Funding Trips**  
Since only one Official Travel Voucher can be filed per trip, if another department is subsidizing your trip, the department account number (FOP) must be included on the application filed by the Student Government Association. **The SGA account number will not be accepted on a travel voucher filed by any other department.** Please contact Katherine Taylor in the SGA Office if this applies to your trip.
- 9. Fuel or Mileage**
- i. **Fuel** – Retain all fuel receipts used on the trip
  - ii. **Mileage** - If traveling by vehicle and claiming mileage, subsidies will be based on 4 people per vehicle at 56.5 cents per mile per vehicle *not* per person. This does not include in-town driving. An official state mileage count will be used when filing the travel voucher.
  - iii. An organization cannot claim both gas receipts and mileage.
- 10. Airfare**
- i. ***You must keep all original airline tickets and email confirmations in order to be reimbursed for airfare.***
  - ii. It is possible for SGA to purchase tickets for students traveling:
    1. Tickets must be purchased at least 21 days before trip.
    2. ***If the tickets are booked through a travel agent or booked via SWABIZ through the university (Katherine Taylor) any changes to these tickets or itineraries must be made via the person originally booking the flights (either Katherine Taylor or the travel agent). No other exceptions allowed as per OP 79.06.***
  - iii. Internet purchase of airline tickets is permitted with the proper email confirmation and price documentation. **HOWEVER**, if the state rate through a travel agent is lower, then the organization will only be reimbursed for the amount the state rate would have been.
  - iv. ***If using online booking agents, such as Expedia, Orbitz, Travelocity, etc, you must provide a receipt which reflects the payment and last four digits of the credit card otherwise the expense will not be reimbursed.***
  - v. If booking your airfare via the internet, please use only the actual airline sites (southwest.com, aa.com, e.g.) and a printout of the confirmation email serves as the

receipt. All pages of the email confirmation are required as there is pertinent flight information for account purposes on the latter pages.

## **11. Lodging**

- i. *Use of the state rate or lower is required for lodging. If you are unable to determine the state rate or are having difficulty finding a hotel to honor the rate, please contact Katherine Taylor at 742-3631 or [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu).*
- ii. *If using online booking agents, such as Hotels.com, Expedia, Orbitz, Travelocity, etc, you must provide a receipt which reflects the room rate, taxes and payment amount including the last four digits of the credit card otherwise the expense will not be reimbursed. An “estimate confirmation” is not acceptable.*
- iii. *State sales tax is not reimbursable on hotels in Texas. Local fees/taxes are allowable. If you need a state hotel tax exemption card, please contact Katherine Taylor at 742-3631 or [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu)*

## **Off Campus Student Trips and Activities**

a. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the student’s own risk. If personal injury or accident should occur to students or other persons during such activities, Texas Tech will assume no responsibility, financial or otherwise.

Faculty and staff sponsors and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in the off-campus activity. Each group making an off-campus trip should identify specifically the questions of financial liability for accident or injury and appropriate insurance coverage as either the responsibility of each individual student or a responsibility that has been assumed by the group for that specific occasion.

b. There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips through student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors will be free to set their own requirements for class work missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.

c. The university provides an optional group accident and health insurance plan for students, with enrollment during registration for the fall and spring semesters. Also available is a very economical trip insurance plan for student groups and their faculty or staff sponsor. The sponsor may obtain insurance application forms at the Contracting Office. Trip insurance also may be purchased from private insurance companies.

## **RETURN FROM TRAVEL:**

### **1. Complete the Return from Travel Form**

- a. Completed Return from Travel Forms are due in the SGA Office within five (5) calendar days of returning from the trip.
- b. If the Return from Travel Form is turned after the five (5) day deadline, it must be accompanied by a memo from the advisor justifying the delay.
- c. No forms will be accepted after thirty (30) days have passed since the group returned from their trip.

## 2. Original Receipts

- a. Only **original receipts** are acceptable. Faxed or copied receipts will not be accepted.
- b. Retain all **original** documentation for flights, registration, meals, etc.

## 3. Cash Advance

- a. Receipts submitted to the SGA and the money left from the cash advance must equal at least the amount of the cash advance.
- b. **All travel vouchers on which there are funds owed to the university from a cash advance (the cash advance monies were not completely utilized on the trip) will be held in the SGA office. The organization will need to provide a check or money order for the amount of the cash advance overage. SGA will make the organization aware of what that amount is after the voucher has been filed; funds will not be accepted until after the voucher is filed. DO NOT bring cash to the SGA office with your receipts. Cash will not be accepted under any circumstances. TEMPORARY CHECKS ARE NOT ACCEPTED.**

## 4. Reimbursement

- a. Reimbursement checks are written and sent directly to the advisor, unless arrangements have been made prior to the trip. It is the duty of the advisor to disperse the money to the students.
- b. Please allow at least three (3) weeks for reimbursement after submitting receipts to the SGA.
- c. Vouchers without required checks will be held without processing until the check is submitted. (OP 79.07)

***NOTE: Failure to follow these procedures may result in the suspension of University funded trips for that organization. Since travel requests with a cash advance are required to be submitted under the advisor's name (see p. 29 for further explanation), the advisor is responsible for the cash advance funds for the organization. If the voucher is not submitted within the stated guidelines, the advisor is also subject to the consequences as stated in OP 79.07.***



**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION**  
**GROUP TRAVEL APPLICATION**  
**(Organization's Travel Application for SGA Office Only)**

Organization Name \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Full Legal Name \_\_\_\_\_ Mail Stop \_\_\_\_\_

Advisors Phone \_\_\_\_\_ Advisor's Fax # \_\_\_\_\_

Advisor's Tech ID# \_\_\_\_\_ Destination \_\_\_\_\_

\*\*\*\*\*Estimated Expenses\*\*\*\*\*

Airfare \_\_\_\_\_ Registration Fee \_\_\_\_\_ Public Transportation \_\_\_\_\_

Fuel \_\_\_\_\_ Lodging \_\_\_\_\_ Meals \_\_\_\_\_ Rental Car \_\_\_\_\_ Other \_\_\_\_\_

\*\*\*\*\*

Date Leaving \_\_\_\_\_ Time Leaving \_\_\_\_\_ a.m. or p.m.

Date Returning \_\_\_\_\_ Time Returning \_\_\_\_\_ a.m. or p.m.

Number of Students traveling (advisors not included) \_\_\_\_\_

\*\*\*PLEASE ATTACH A LIST OF STUDENTS ATTENDING, THEIR STUDENT ID NUMBERS, EMERGENCY CONTACT INFORMATION, and RESIDENCY STATUS OF ANY INTERNATIONAL STUDENTS\*\*\*

Detailed Purpose of Trip (include names of conventions, seminars, name of paper presented, etc.)

\_\_\_\_\_

Amount to be Allocated for **this trip** from your Lump Sum? \_\_\_\_\_

Are you requesting funding for **this trip** from any other department on campus? YES NO

If YES, Department Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_ FOP \_\_\_\_\_

Amount \_\_\_\_\_

ARE YOU REQUESTING A CASH ADVANCE? YES NO

ARE YOU REQUESTING A PO? YES NO

(Organization advisor must make prior arrangements with Katherine Taylor in order to choose this option)

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Student Organization President's Signature

\*\*\*\*\*

- **IMPORTANT:** This form must be received in the SGA Office 3 weeks prior to your departure on the trip. Forms submitted within the 3 week window will not be accepted.
  - Refer to Funding Regulations Handbook for All Reimbursement Rules.
  - Retain all ORIGINAL RECEIPTS
  - FUNDS IN ADVANCE: Advance must be picked up by the advisor the day before departure in the Travel Services Office, Room 332, Drane Hall.
- QUESTIONS?? Please call Katherine Taylor at 742-3631 or e-mail her at [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu).

**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION  
GROUP RETURN FROM TRAVEL FORM**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Full Legal Name \_\_\_\_\_ Advisor's Tech ID # \_\_\_\_\_

Advisor Mail Stop \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Destination of Trip \_\_\_\_\_

Did you receive a Cash Advance - Yes \_\_\_\_\_ No \_\_\_\_\_ Other Funding - Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, Department Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_ FOP \_\_\_\_\_

Amount \_\_\_\_\_

Date Left \_\_\_\_\_ Time Left \_\_\_\_\_ a.m. or p.m.

Date Returned \_\_\_\_\_ Time Returned \_\_\_\_\_ a.m. or p.m.

Names of all Students who completed trip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*EXPENSES\*\*\*\*\*

Total Registration \$ \_\_\_\_\_

How many Students \_\_\_\_\_

Total Gas Receipts \$ \_\_\_\_\_

Total Rental Car \$ \_\_\_\_\_

Total Airline Costs \$ \_\_\_\_\_

Total Public Transportation \$ \_\_\_\_\_

Total Lodging \$ \_\_\_\_\_

How many Nights \_\_\_\_\_

Total Actual Meals \$ \_\_\_\_\_

How many Days \_\_\_\_\_

Any Other Expenses \$ \_\_\_\_\_

**TOTAL EXPENSES OF TRIP** \$ \_\_\_\_\_

\_\_\_\_\_  
**Advisor's Signature**

\_\_\_\_\_  
**Student Organization's President Signature**

\*\*\*\*\*

- **By signing this form, you are stating that all policies and procedures have been followed.**
- **REMINDER TO ORGANIZATION:** Please attach all receipts and supporting documents. Return this form with all original receipts (including original airline tickets) to the SGA Office within **5 calendar days of return from your trip.**
- *A check will be required if funds are left from the cash advance once the voucher has been filed.*  
**If you have any questions please call Katherine Taylor at 742-3631, office hours 8 a.m. to 5 p.m.**

## Group Sponsor Memo for Travel Services

To: Group Sponsors

From: Travel Services

Date:

Re: Group Sponsor Approval

Your signature on this form acknowledges that you agree to sponsor Texas Tech University students for official TTU business. As group sponsor you are also acknowledging that you are responsible for disbursement of travel funds. Your signature on this form is valid for FY\_\_\_\_\_. If your status changes or you wish to be removed as a group sponsor please contact your preparer.

Please attach a list of all students who will travel with your group including R#'s. These forms will be kept on file in Travel Services for the remainder of the FY. If you have any questions or concerns please contact us.

---

Group Sponsor Signature

Date

---

Group Name

---

Preparer for Group Travel

Date

## **CONTACT INFORMATION**

### ***Office Information***

***Mailing Address:***  
Texas Tech University  
Student Government Association  
Student Union Bldg. Room 302  
2625 15<sup>th</sup> Street, Box 42032  
Lubbock, TX 79409-2032  
(806) 742-3631  
(806) 742-0170 FAX  
Website: [www.sga.ttu.edu](http://www.sga.ttu.edu)  
Office E-Mail: [sga@ttu.edu](mailto:sga@ttu.edu)

### ***Full-Time Staff***

**Director of Student Government – Mike Gunn**  
E-Mail: [michael.gunn@ttu.edu](mailto:michael.gunn@ttu.edu)

**Account Manager of SGA – Katherine Taylor**  
E-Mail: [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu)  
Direct Phone: 806-834-1738

### ***Officer Information***

**SGA President – Holton Westbrook**  
E-Mail: [holton.westbrook@ttu.edu](mailto:holton.westbrook@ttu.edu)  
Chief-of-Staff: Emily Latham

**Internal Vice President/President of the Student Senate – Amber Yanez**  
E-Mail: [amber.yanez@ttu.edu](mailto:amber.yanez@ttu.edu)  
Journal Clerk: Annabelle Johnson

**External Vice President – Caleb Fisher**  
E-Mail: [caleb.fisher@ttu.edu](mailto:caleb.fisher@ttu.edu)

**Graduate Vice President – Saba Nafees**  
E-Mail: [saba.nafees@ttu.edu](mailto:saba.nafees@ttu.edu)

**Budget & Finance Chairman – Larken Lundgren**  
E-Mail: [larken.lundgren@ttu.edu](mailto:larken.lundgren@ttu.edu)

## TREASURER TRANSFER CHECKLIST

In an effort to ease the transition between officers in organizations that are receiving SGA supplemental funding, we have created a treasurer transfer checklist. We hope that it assists your transition. If the incoming officer would like to schedule a meeting to discuss funding for your organization, please contact Katherine Taylor at 742-3631 or [katherine.r.taylor@ttu.edu](mailto:katherine.r.taylor@ttu.edu).

*You may keep this form within your organization. A copy does not need to be submitted to SGA.*

---

Organization Name

---

Date

---

Outgoing Treasurer

---

Organization Mail Stop

---

Incoming Treasurer

---

Organization Advisor

---

Phone #

- ☐ Meet with Advisor
- ☐ Transfer Organizational Account Information
- ☐ Fiscal Year 2016 Budget Allocation Amount
- ☐ Fiscal Year 2016 Total Expenditures
- ☐ Update “Administrator” and “Officer” categories in OrgSync
- ☐ Reimbursement Request Deadlines
  - Fall Deadline December 2, 2015
  - Spring Deadline: May 10, 2016
  - Summer (Final) Deadline, August 10, 2016

*All reimbursement requests must be turned in by the stated deadlines. There will be no exceptions.*

- ☐ Transfer all receipts for organizational expenditures
- ☐ FY17 Funding Application Process
  - Budget application (submitted via OrgSync) – January 29, 2016
  - Funding Interview Sign up deadline – January 29, 2016
  - Funding Interviews will be held in February 2016
  - Budget applications will be “approved” in OrgSync within one (1) month after the 3<sup>rd</sup>/final reading of the Bill of Appropriations at the Senate meeting – April/May 2016

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Outgoing Treasurer Signature

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Incoming Treasurer Signature

# ***FUNDRAISING IDEAS***

## HELP FOR FUNDRAISING

This handout is created by the Student Government Association as a service to student organizations. The Budget & Finance Committee strongly recommends that student organizations conduct fundraisers as additional income for their annual budget as money allocated to student organizations by the SGA is intended to only be supplemental funding. Any further information or questions regarding fundraisers should be directed to Student Union and Activities 742-3636.

### Why conduct a fundraiser?

- To raise money
- Promote your organization
- Motivate members
- Polish your organization's image
- Networking
- Give back to the university

### Helpful Guidelines

- Set goals
  - How much does your organization want to raise
  - Be realistic in anticipated expenditures and expected revenue
- Decide on what type of fundraiser
  - Keep your goals and purpose in mind
  - Identify the interests and talents of your organization
  - Look at what other organizations are doing, you do not want direct competition during your fundraising efforts
  - Make sure the activity is worth the effort. Sometimes it is better to do several small events than one big one
  - Be creative, try to come up with something unique
- Form a Committee
  - Delegate responsibilities
  - Do not do it all yourself
  - Including others gives ownership and encourages members
- Check Dates
  - Holidays, Exams, School Calendar, etc.
  - Consider weather options
- Publicize!
  - Explain your cause, many people will participate just for the cause.
- Set a Timeline
  - Plan in advance
  - Allow time to complete every phase completely
- Look for outside resources
  - Partner with another organization
  - Use local sponsors
  - Seek donations
  - Buy items wholesale
- Evaluation
  - What went right? Wrong?
  - What would you do differently?
  - Who were contacts or sponsors?

- How much money did you raise?
- Keep accurate records to pass on
- THANK YOU!
  - Sponsors
  - Volunteers and committee members
  - Don't be stingy with appreciation or compliments!

### **Fundraising Ideas**

- Sell ads in your organization's publications
- Collect membership dues
- Late night doughnut and coffee sale
- Sitting services for people on vacation (House-sit, Plant-sit, Animal-sit)
- Sell candy or flowers on holidays (Valentine's Day)
- Create Survival Kits for Finals Week
- Car Washes
- Aluminum Can Drive
- Grant Writing
- Sell plants, flowers, candy, calendars, magazine subscriptions
- Garage Sale/Rummage Sale
- Host a Carnival
- Laundry Service
- Flea Market
- Rubber Duck Races
- Coat Check at various events on campus
- Dog- walking service
- Bake Sales

**\*When planning a fundraising event be sure to abide by school, local, state, and national guidelines.  
(Example: copyright laws and Grounds Use Request Forms) \***



# ***STUDENT AFFAIRS TRAVEL POLICY***

## STUDENT AFFAIRS STUDENT TRAVEL POLICY

The Division of Undergraduate Education & Student Affairs supports travel for its student leaders and student organizations. The Division recognizes the importance of student participation in university-related activities including but not limited to competitions, conferences, conventions, retreats, workshops, etc.

Travel is recognized as a part of a student's leadership experience. Directors of departments are responsible for developing consistent and fair policies that encourage student participation while maintaining regard for overall resource allocations and benefits and services for students.

Student organization funds cannot be used for individual Department Sponsor/Organization Advisor travel without written approval by the Vice Provost for Undergraduate Education & Student Affairs.

All student travelers are bound by the Code of Student Conduct of Texas Tech University.

To ensure consistency within the Division and to promote appropriate travel for those students interested, please see TTU OP 79.13 for established policies for student travel. In addition, the following Student Affairs policies and practices have been established.

*Travel requests for any travel outside the continental United States must be submitted 60 days prior to travel date to the Vice Provost for Undergraduate Education & Student Affairs for their review and approval. The Vice Provost will identify the source of funding should travel be approved. Applicants for the travel must meet same criteria established for other travel requests. Please refer to OP79.05 for additional information.*

### ADMINISTRATIVE POLICIES

#### Department Sponsor/Organization Advisor

- When deemed appropriate by the department Director or designee, a Department Sponsor/Organization Advisor should be chosen to accompany students while traveling.
- If Department Sponsor/Organization Advisor is required to accompany a student traveler(s), their expenses will be reimbursed under the Student Affairs professional travel policy.
- The Department Sponsor/Organization Advisor will be ultimately accountable for trip planning, schedule, liability waivers, actions/behaviors of the group, and completion of appropriate paperwork.
- The safety of the student travelers should always be at the forefront of the Department Sponsor/Organization Advisor's plans.
- An appropriate schedule for the trip should be created and followed. Any additional side trips or activities should be approved in advance.
- The department Director or designee should be contacted immediately when any emergency or major problem occurs during student travel.
- For **group travel**, the Department Sponsor/Organization Advisor is responsible for **group travel advances**:
  - Any group that wishes a travel advance must turn in the trip application to the department a minimum of two weeks prior to the departure date. (This allows for review of the application, signatures and for the official travel application to be processed by Travel Services.)

- The travel advance is issued in the name of the individual responsible for the group travel. (Generally this is Department Sponsor/Organization Advisor.)
- No group may have more than one outstanding cash advance at a time. (This encourages groups to make sure that they meet the deadline to reconcile.) Please note that it is possible for the Department Sponsor/Organization Advisor to have several groups, thus several advances, however no more than one advance per group.
- Cash advances are available at the Travel Services (332 Drane) two days prior to departure. (The advance is picked up and signed for by the Department Sponsor/Organization Advisor.)
- Cash advances are issued for 90% of the travel request.
- Upon return to campus the group should reconcile travel. Within five (5) working days of return the group should reconcile travel and have filed the travel voucher with Travel Services. (The voucher form is completed online and printed for signature approval. All receipts, if applicable, should be attached to the voucher and this should be turned in to Travel Services.)

## **Application Process**

- Prior to electronic submission of the university's official travel application form, all official travel requests must be reviewed and signed by department Director or designee.
- No individual member of a group/team should participate in University-related travel without his/her name listed on the internal and/or university travel application.
- Any student designated to travel who makes changes that causes additional charges to be incurred will be responsible for paying those extra charges.

## **Waivers**

- Please refer to TTU OP 79.13, Attachment B, for the "Student Activity Release Form" for use regarding student travel.

## **Expenses**

- Any additional expenses incurred by anyone other than the traveler must be paid by the Student Affairs student traveler.
- Keep all receipts. Failure to do so will result in reduced reimbursement to the student traveler.
- Minimize expenses by sharing taxis, etc.
- Personal telephone calls will not be reimbursed.
- Internet access from a hotel room, etc., will not be reimbursed unless approved in advance by department Director.
- Alcoholic beverages will not be reimbursed.
- Tips will not be reimbursed.
- Movie rentals (hotel rooms, etc.) will not be reimbursed.

## **Voucher Process**

- All travel voucher forms should be reviewed by advisor and/or department Director prior to electronic submission and should be submitted within five (5) working days after returning from travel.

## **Reports**

- All Student Affairs travelers must submit a one-page report to their department Director at the conclusion of each trip. This report should include the following:
  - Purpose of trip
  - Type of meeting, etc
  - Professional material gained from experience

## **Travel Log**

- Each department Director is responsible for maintaining a travel log that outlines each student's professional travel and the expenses incurred.
- This log, outlining each department's student travel, will be submitted to the supervising Vice Provost for Undergraduate Education & Student Affairs twice a year on December 15<sup>th</sup> and August 15<sup>th</sup> respectively.
- This log will also include the total departmental student travel expenditure for that semester.

## **GENERAL POLICIES**

### **Convention Registration**

- Students who miss registration deadlines will be personally responsible for any late charges incurred.
- Timely registration is required in order to avoid late registration charges.

### **Convention Hotel**

- Student Affairs student travelers are encouraged to stay in the convention hotel(s).
- If the convention hotel rate exceeds the maximum state allowance, the student organization and/or department will pay the cost difference.
- If less expensive hotels are available, travelers have the option to choose these hotels in an effort to reduce costs. However, the total cost to the student organization and/or department should be considered—including taxi fares, etc., from the non-convention hotel.
- Student Affairs student travelers who stay at hotels other than convention hotels *because of personal preference* will be personally responsible for charges incurred that are above the convention hotel rate.

### **Taxi**

- As a general rule, only taxi fares from airport to hotel, hotel to airport will be reimbursed.
- Other taxi fares such as travel to off site workshops; facility tours, etc. must have prior approval from the department Director.
- Use of taxi or limousine service for all other purposes must have prior approval from the department Director.
- Student traveler must detail point-to-point and fare per trip; receipts required.

**Per Diem**

- Student Affairs student travelers may be reimbursed for food based on approved state per diem rates as provided by Travel Services.
- Actual food expense will only be approved only if less than per diem rates.
- The individual student traveler will pay any costs over the per diem rates.
- Meals provided by registration fees or paid for by outside source (vendors, school socials, etc) cannot be claimed as part of that day's per diem.
- Traveler should know in advance of trip what the per diem amounts are so they can plan accordingly.

**Airport Parking**

- Parking fees at the Lubbock International Airport are an approved expense.
- Students are encouraged to carpool to the airport.
- Mileage to/from the airport will not be reimbursed to the student traveler.
- Alternative methods of transportation (taxi or limousine service) to/from the airport may be permitted in order to avoid additional parking charges.

**Rental Cars**

- When necessary, rental cars are an acceptable means for travel.
- Prior to a trip Student Affairs student travelers should compare the costs of a rental car to the use of shuttles, hotel parking, etc. and use the most efficient/economical method of transportation.
- Student travelers should use a contract rental car agency because the contract rates include loss/damage waiver insurance. If the student chooses not to use a contract vendor, he or she will be responsible for obtaining his or her own auto insurance, which is generally not reimbursable. Also, the maximum car rental reimbursement will be limited to no more than the contract rate.
- Refer to OP 79.13 for rules regarding the use of university vehicles for travel.
- The department Director should approve use of a rental car prior to travel.

**Airlines**

- Use of commercial airlines is a necessary means of transportation for most off- campus student travel.
- Any student missing a scheduled flight for any reason other than illness or accident will be solely responsible for all costs incurred and could be restricted from any additional University-related travel. Special circumstances should be brought to the attention of the department Director immediately.
- Whenever possible, the state contract rate for airline travel should be used if it is the least costly for the department.
- Researching the most efficient and affordable airline arrangements is highly recommended. The most cost effective rate should always be used for student travel.

## **University Related Travel by Motor Vehicle**

- Refer to TTU OP 79.13 for established policy for student travel.
- Note “Approved Driver and 15 Passenger Van Driver Training” requirements.

## **Cash Advances for Individual Student Travelers**

- Cash advances are available to students two days prior to the travel date.
- Cash advances are limited to 90% of travel expense of anticipated out-of-pocket travel expense. Airline tickets may be purchased through Travel Services to avoid out-of-pocket expense to the student traveler.
- Cash advances must be picked up and signed for by the student traveler in Travel Services in Drane Hall, Room 332.
- It is the responsibility of the Departmental Sponsor/Organization Advisor and/or department Director to insure that travel vouchers are submitted within five (5) days of completion of University-related travel.
- It is the responsibility of the Departmental Sponsor/Organization Advisor and/or department Director to collect any excess cash advance at the time the travel voucher is submitted.