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.
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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 (room 201) for times and locations of these workshops.

- All outgoing officers should make sure incoming officers are aware of the registration policies and have all 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, have not completed Risk Management, and have not attended SGA Funding Training by October 31, 2018 will forfeit 1/3 of their allocated funding.

- Organizations not registered with the Center for Campus Life, have not completed Risk Management, and have not attended SGA Funding Training by December 6, 2018 will forfeit 1/3 of their allocated funding.

- Organizations not registered with the Center for Campus Life, have not completed Risk Management, and have not attended SGA Funding Training by February 28, 2019 will forfeit the remainder 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

****Organizations who forfeit their funding after February 28, 2019 can still apply for contingency funding if they register with the Center for Campus Life, complete Risk Management, and attend SGA Funding Training.

****Registration and Risk Management is coordinated through the Center for Campus Life and SGA Funding Training is coordinated through Student Government.

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

Please visit the sites below to assist you with this process. If you have questions, contact Campus Life at the number above.

1. Registration Instructions:
   http://www.depts.ttu.edu/centerforcampuslife/Involvement/Student_Orgs/Registration.php

2. Registration Website:
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.

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.
F. Organizations receiving funding from SGA are required to attend the Student Organization Representative Council (SORC) meetings quarterly.
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: http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php.

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 – December 5, 2018
B. Spring Deadline – May 7, 2019
C. Summer (Final) Deadline – August 7, 2019
SGA Financial Process

I. Allocation Process

The budget process is the primary means by which funds are allocated to student organizations. The Funding Process Handbook is available on the SGA website (http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php). Please refer to it for information on the Budget Process.

II. Financial Statements

Organizations may check the balance of their allocation via the SGA website (http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php). There is one spreadsheet for undergraduate organizations and one for graduate organizations. The org needs to click on its respective spreadsheet, scroll through the list and click on its name to view expenses that have been processed. The spreadsheets are uploaded to the website every Friday (at the end of the day) or last day before a lengthy holiday break.

You may also email 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 or via e-mail, 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 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 or via e-mail to the SGA Account Manager.
3. The SGA 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:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

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
Request for Expense Approval Form

**Check One:**
- Recruiting Items (including T-shirts) _______
- Books ______
- Other ______

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 Received by SGA:

_______________________________

Date
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 Student Government Association” or SGA’s official logo must be included at a reasonable size 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 (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, 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 on the SGA website (http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php).
- 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 (http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php).
  - Fill out the following sections of the Vendor Form
    - Sections A, B, C, and E
  - Your organization’s advisors 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.
2. Provide original receipts. Receipts that are not readable or are scanned/copied will not be included in the reimbursement because they are unacceptable.
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 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 or direct deposited in to their personal bank account.
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.
# TEXAS TECH STUDENT GOVERNMENT ASSOCIATION
## GENERAL REIMBURSEMENT FORM

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Mail Stop</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Name of Advisor</th>
<th>Department</th>
<th>Phone #</th>
<th>Fax #</th>
</tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Person to Contact for More Information</th>
<th>Phone # or Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**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 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 to make sure the company is established. If they are not an established vendor ask the company to fill out the Vendor Setup form provided in this handbook (pages 24-27) or on the SGA website. 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.
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.
   **Office supplies will be purchased at Staples if available, so please print out specific items from www.staples.com in order to ensure that we purchase exactly what you need. Make sure the item number is included when submitting the paperwork to SGA. If SGA purchases items from Staples, the prices may vary depending on the item. Also, SGA is not charged taxes or shipping.**
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 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.

DIRECT PAYMENT TO ON-CAMPUS ENTITIES
Organizations are not 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 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

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 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 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/or 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 can be delayed up to three (3) months.

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 SGA 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 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. There is a section under the “Guest Professional Form” for International Guests/Speakers on the SGA website ([http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php](http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php)).**
- 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 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 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________________________________________________________

____________________________________________________________________________________________

Location of Event______________________________________________

**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**

____________________________________      Advisor’s Signature

Professional’s Signature

____________________________________      contact person: ______________________

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
______________________________________________________________________________________________

Location of Event
______________________________________________________________________________________________

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

Contact person: ____________________________

Page 22
INDEPENDENT CONTRACTOR QUESTIONNAIRE

Name of Business or Individual: ____________________________
If Business, Name of Owner(s): __________________________
Address: _____________________________________________
City: __________________________ State: ________ Zip: ________
SSN/TIN of Individual/Business Owner: ____________________
Date(s) of service: _____________________________________
*Total Contract Amount: ____________________________

1. Are you a U.S. Citizen or Permanent Resident Alien?  [ ] YES  [ ] NO
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? [ ] YES  [ ] NO
   If you answered "yes", the payment MUST be paid through the Payroll Office.
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.)?  [ ] YES  [ ] NO
4. Are you being trained by TTUS to perform the services?  [ ] YES  [ ] NO
5. Are you required to perform the services personally (e.g., cannot delegate the job to others)?  [ ] YES  [ ] NO
6. Does TTUS hire, supervise and pay assistants to help you with the services provided?  [ ] YES  [ ] NO
7. Are the services being provided to TTUS on a continuing (frequent or long-term) basis?  [ ] YES  [ ] NO
8. Does TTUS set your work schedule (e.g., the number of hours to work and when)?  [ ] YES  [ ] NO
9. Do you market your services to the general public or are you free to provide services to others?  [ ] YES  [ ] NO
10. Is the payment for services based on a flat fee or lump sum arrangement?  [ ] YES  [ ] NO
11. Does TTUS provide the tools, materials and supplies necessary to complete the work?  [ ] YES  [ ] NO
12. Can TTUS discharge you for reasons other than non-performance of the contract?  [ ] YES  [ ] NO
13. Can you end your relationship with TTUS without incurring a liability for failure to complete a job?  [ ] YES  [ ] NO

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.
TEXAS TECH UNIVERSITY

VENDOR SETUP FORM - NEW VENDORS

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.

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)

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 G - International Payment Verification (Required)

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

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 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.

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 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 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.

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. Expedite 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 CO2 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.
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. Make sure meal receipts are itemized and reflect the payment!

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.

SGA funding is supplemental only. When student orgs travel, they will be expected to cover some of the travel expenses; therefore, SGA will not reimburse ALL travel expenses.

Filing Practices for Travel Vouchers:
The University Travel System currently only accepts individuals as payees. As this is the case, the Division of 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. 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. SGA must verify enrollment status for every student traveling
   iv. Provide a signed copy of the Student/Participant Release and Indemnity Agreement form for each student traveling. The original must be maintained by the organization for three years. This form is provided on the Funding Overview page of the SGA website [http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php](http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php)
   v. A copy of the conference or event brochure must also be attached to the application (per Travel Services effective June 1, 2016)
   vi. 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 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.

vii. All travel outside of the contiguous 48 states, including travel to Hawaii or Alaska and overseas, must be approved by the SGA President, 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 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 408 Bank of America building located at 19th & University Avenue, 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 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 (per person). 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 contact Katherine for the Texas Tech I.D. numbers for:
       1. Avis Rental Car System, Inc.
       2. Budget Discount
       3. Enterprise Rent-a-Car
       4. Hertz
       5. National
   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 more than that amount will not be reimbursed.
   v. A calculation will be processed to determine the cheaper rate (personal mileage vs. rental car). After the calculation is complete reimbursement will be processed for the cheaper option (per TTU policy effective spring 2018).

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 54.5 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.
   iv. A calculation will be processed to determine the cheaper rate (personal mileage vs. rental car). After the calculation is complete reimbursement will be processed for the cheaper option (per TTU policy effective spring 2018).

10. Airfare
    i. You must keep all original airline tickets and email confirmations 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. Make sure the payment method is reflected on the printout. 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.

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

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. Any student traveling should sign a Student/Participant Release and Indemnity Agreement form, which is located on the Funding Overview page of the SGA website (http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php). 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 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 405, Bank of America Building located at 19th & University.**

**QUESTIONS??  Please call Katherine Taylor at 742-3631 or e-mail her at 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 15th Street, Box 42032
Lubbock, TX  79409-2032
(806) 742-3631
(806) 742-0170 FAX
Website: www.sga.ttu.edu
Office E-Mail: sga@ttu.edu

Full-Time Staff

Director of Student Government – Mike Gunn
E-Mail: michael.gunn@ttu.edu

Account Manager of SGA – Katherine Taylor
E-Mail: katherine.r.taylor@ttu.edu
Direct Phone: 806-834-1738

Senior Business Assistant – Gay Trammel-Witt
E-Mail: gaytrammel.witt@ttu.edu
Direct Phone: 806-834-0353

Officer Information

SGA President – Sean Lewis
E-Mail: sean.m.lewis@ttu.edu
Chief-of-Staff: Walker Carson

Internal Vice President/President of the Student Senate – Amber Acklie
E-Mail: amber.acklie@ttu.edu
Journal Clerk: Emily Garcia

External Vice President – Jude Al-hmoud
E-Mail: jude.al-hmoud@ttu.edu

Graduate Vice President – John M. Getz
E-Mail: john.michael.getz@ttu.edu

Budget & Finance Chairman – David Rivero
E-Mail: david.rivero@ttu.edu
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. You may keep this form within your organization. A copy does not need to be submitted to SGA.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Outgoing Treasurer</th>
<th>Organization Mail Stop</th>
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<table>
<thead>
<tr>
<th>Incoming Treasurer</th>
<th>Phone #</th>
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</table>

- Meet with Advisor
- Transfer Organizational Account Information
- Fiscal Year 2019 Budget Allocation Amount
  - To utilize org must be currently registered and in good standing for risk management & SGA funding training
    - Deadlines to complete the three requirements are:
      - October 31, 2018 or forfeit 1/3 of allocated funding
      - December 5, 2018 or forfeit an additional 1/3 of allocated funding
      - February 28, 2019 or forfeit the remaining 1/3 of allocated funding
- Registration and Risk Management are coordinated through the Center for Campus Life (2nd floor of the SUB)
- SGA Funding is coordinated through Student Government (3rd floor of the SUB)
- Fiscal Year 2019 Total Expenditures
- Reimbursement/Payment Request Deadlines
  - Fall Deadline December 5, 2018
  - Spring Deadline: May 7, 2019
  - Summer (Final) Deadline, August 7, 2019

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

- Transfer all receipts for organizational expenditures
- FY20 Funding Application Process (three steps: Application, Funding Contract, Sign up for Interview) - Submitted via TechConnect
  - Follow the Step-by-Step Instructions provided on the Funding Overview & Funding Process pages of the SGA Website to guide you through this process
  - Budget Application & Funding Contract Due without penalty – December 5, 2018 by 5:00 p.m.
  - Budget Application & Funding Contract Final Deadline (with 20% penalty) – January 18, 2019 by 5:00 p.m.
    - Check status of funding application process by viewing the “Funding Application Process Tracking” spreadsheet on the Funding Process page of the SGA Website
    - NO APPLICATIONS/FUNDING CONTRACTS WILL BE ACCEPTED AFTER THIS DATE
  - Funding Interview Sign up Deadline without penalty – January 18, 2019 by 5:00 p.m.
  - Funding Interview Sign up Final Deadline (with 20% penalty) – January 25, 2019
    - NO ORGANIZATION MAY SIGN UP AFTER THIS DATE
  - Funding Interviews will be held January 28, 2019 through February 8, 2019
    - Check in with SGA (SUB room 302)
    - confirm scheduled interview by viewing the “Funding Interview Schedule” spreadsheet on the Funding Process page of the SGA Website
    - After the 3rd/final Reading of the Bill of Appropriations, it will be uploaded on the SGA website (under FY20) – April 2018

Outgoing Treasurer Signature

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 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 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.

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 Associate Vice Provost for Student Affairs for their review and approval. The Associate 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 (Room 405 Bank of America building located at 19th & University) 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 end 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 Student Affairs twice a year on December 15th and August 15th 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 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/Uber

- As a 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. **Receipts must be turned in.**

• 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 days 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 to avoid additional parking charges.

**Rental Cars**

• When necessary, rental cars are an acceptable means for travel.

• Prior to a trip Student Affairs student traveler 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.

• If rental cars (or personal mileage) is claimed, a calculation will be processed to determine the cheaper rate (personal mileage vs. rental car). After the calculation is complete reimbursement will be processed for the cheaper option (per TTU policy effective spring 2018).

• 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 the Bank of America building located at 19th & University, Room 405.

- It is the responsibility of the Departmental Sponsor/Organization Advisor and/or department Director to ensure 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.