Responsibilities for Funded Org

- Each organization funded must obtain a copy of and is responsible for compliance with the SGA *Funding Regulations Handbook*.

- TWO officers (preferably president and treasurer) are required to attend funding training, (advisors are highly encouraged to attend especially if the org travels). Advisors are not required to attend. Funding Training starts September each year.

- Each organization is responsible for registering the organization and meeting Risk Management requirements as set forth by the Center for Campus Life.

- 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.

- Notify the Center for Campus Life of any officer or advisor changes
Compliance Deadlines & Penalties

Failure to comply by:

◦ October 20, 2023 org will forfeit $1/3$ of their allocated funding

◦ November 10, 2023 org will forfeit the remaining balance
3 Requirements Before Utilize Funding

- Attend SGA Funding Training
  - If an org fails to attend funding training by deadline organization will lose all funds for current year.

- Org Registration & Risk Management – must be compliant by deadline if not, organization will lose all funds for current year.
  - To check your registration and risk management status go to organization platform in TechConnect. Information can be found on home page. If you need additional information, contact Center for Campus Life at 742-5433
    https://www.depts.ttu.edu/centerforcampuslife/

*IF requirements are not met, orgs cannot begin utilizing funds until fully compliant. Failure to comply the org will be penalized or could lose all funding.*
It is the org’s responsibility to check SGA web site for up-to-date information about funding! This is the main resource for information.
<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Funded</th>
<th>Contingency</th>
<th>Penalty</th>
<th>Expenses</th>
<th>Remaining</th>
<th>Org's R# (as a vendor w/TTU)</th>
<th>Registered</th>
<th>Risk Management</th>
<th>1st officer</th>
<th>2nd attendee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Club</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>R11709468</td>
<td></td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$1,530.00</td>
<td>$1,970.00</td>
<td>R10379433</td>
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<td>$0.00</td>
<td>$4,782.12</td>
<td>$217.88</td>
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<td>$400.00</td>
<td>$0.00</td>
<td>$1,386.00</td>
<td>$14.00</td>
<td>R10394336</td>
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<td>$0.00</td>
<td>$0.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Green Club</td>
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<td>$0.00</td>
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<td>$2,000.00</td>
<td>R10475240</td>
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<td>Black Club</td>
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<td>R11648703</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

October 20, 2023 org will forfeit 1/3 of their allocated funding
November 10, 2023 org will forfeit the remaining balance

Must have R# for reimbursements
Allowable Expenses

1. Office Supplies must be purchased at Staples thru SGA. Org will receive discount plus tax exempt.

2. Organization Banners

3. 100% of Recruiting Items
   - T-shirts, pens/pencils, mugs, koozies, e.g.

4. Copying and Printing

5. Event Room Rental

6. Travel

7. Speaker Expenses
Non-Allowable Expenses

1. Food (event catering or membership meetings)
2. Research and presentation travel, advisor’s expenses, internship fees, membership fees
3. Tables, tents, camping equipment, coolers, grills and accessories
4. Computers, printers, scanners, digital cameras
5. No equipment
6. Texas state sales tax
7. Scholarships, awards, gifts, prizes, gift cards
8. Operating Expenses (telephone, salaries, copier rental, e.g.)
SGA Forms

- Expense Approval
- General Reimbursement
- Vendor Setup
- Purchase Request
- Guest Speaker Contract
- Guest Speaker Airfare &/or Lodging
- Contingency Funding
- Group Travel
- Group Return Travel

All forms and attachments submit to Teresa Davis in SGA office.
Expense Approval Form

Use for **pre-approval of artwork and/or unique expense**

- Logos and/or Designs must be pre-approved
  - *Any item with a design* (promotional/recruiting items/printed materials) must have “Sponsored by Student Government Association” or SGA’s logo on the item. “Student Government Association” MUST be spelled out – do not use “Sponsored by SGA”

- If items are printed and received without this information SGA will NOT provide funding for the expense.

- The org will be notified via-email when approved.
Request for Expense Approval Form

Check One:
Recruitment Items (including T-shirts) ______ X
Fo
Books ______
Other ______

Students for TTU Success
Organization Name: ____________________________________________

Contact Name: ___________________  Contact Email: ___________________
petrucio.shakespeare@ttu.edu

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

Benefit to TTU and your organization:
Shirts for members of organization will add to recruiting capabilities of University and support the activities of the organization
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Other funding for this expense: $499.00 from prior fundraising activities.

Amount requested from SGA: $300.00

Please feel free to attach additional information

Student Organization Officer
Signature:

Patrick Steed
General Reimbursement Form

- Fill out form and attach the necessary documentation – itemized receipt, paid invoice, if needed include artwork design

- To request a reimbursement organization MUST have a R#. Once submitted organization will receive a check or direct deposit. It is the responsibility of the treasure to disburse the funds to the appropriate individual.
TEXAS TECH STUDENT GOVERNMENT ASSOCIATION
GENERAL REIMBURSEMENT FORM

Students for TTU Success 2032 09/01/2022

Teresa Davis SGA
Name of Advisor Department

843.2513 NA
Phone # Fax #
teresa.y.davis@ttu.edu
Phone # or Email Address

Reimbursement is for:
$ __________________ Postage (what was mailed)

$ __________________ Copying/Printing (Must include a copy of Printing)

101.74 pens, pencils, envelopes, etc
Office Supplies (Be Specific)

$ __________________ Room Rental/Equipment Rental

$ __________________ 100% of Recruiting Items (Expense Approval Form & Copy of the Design Required)

$ __________________ Banners/Signs (Copy of the Design required)

$ __________________ 100% of Recruiting T-Shirts (Expense Approval Form & Copy of the Design Required)

Given Away ☐ Sold ☐

$ __________________ Advertising (Tear Sheet Required)

$ __________________ La Ventana Pages

130.00 Registration for SGA conference
Other (Be Specific)

Teresa Davis
Advisor’s Signature

Mark Smith
Student Organization’s President Signature

Remember: SGA DOES NOT REIMBURSE STATE SALES TAX.

Attach all ORIGINAL receipts, proof of payment and supporting documents.

Call Teresa Davis at 742-3631 or e-mail her at teresa.y.davis@ttu.edu if you have any questions.
Orgs **must** be established as a vendor to receive a reimbursement.

- All organizations must have a tax ID or EIN number. If your org has a checking account the tax ID is already established, org bank can provide tax ID number. To apply for a tax ID number visit the “SGA website under Funding Overview”. The advisor’s SSN will need to be used to establish a tax ID. Once you receive tax ID number treasure will fill out “TTU Vendor Setup Form”.

- For mailing address please use either advisors mail stop address or SGA address (Box 42032 – Lubbock, TX 79401). Reimbursements will be mailed to address provided.

- Treasure is required to sign vendor forms.

- Section G: It’s highly recommended to complete direct deposit section. Reimbursements will be received within days VS mailing a check.

- If an org needs to update information such as direct deposit or on-campus information, use the “Vendor Direct Deposit & Advance Payment Notification form for Existing Vendors” located on the SGA website.

- Once setup is completed organization will receive an R#.

*Email all forms to Teresa Davis*
# Vendor Setup Form

**Texas Tech University**

Submit form to vendor.services@ttu.edu

## W9 Request for Taxpayer Identification Number and Certification

### Section A: Vendor Information *(required)*

- **Vendor Name/Legal Name (Business or Individual):**
- **Doing Business As (if different from above):**
- **Check if non-resident alien:**
- **Home Country:**
- **Physical/Mailing Address:**
  - **Street:**
  - **City:**
  - **State:**
  - **Zip Code:**
- **Individual or Business Phone Number:**

### Section B: W9 Request for Taxpayer Identification Number *(required if US Citizen/Entity)*

- **Employer Identification Number (EIN):**
- **Social Security Number (SSN):**

### Section C: Type of Purchase and Vendor *(required)*

- **Type of Purchase:**
  - Materials/goods
  - Services
  - Combination of goods and services
  - Medical
  - Legal
  - Other

- **Type of Vendor (select one only):**
  - Individual/Sole Proprietor or Single-Member LLC
  - Partnership
  - S Corporation
  - C Corporation
  - LLC taxed as Corporation
  - LLC taxed as S Corporation
  - LLC taxed as Partnership
  - Federal Agency
  - Foreign Business/Individual
  - State Agency
  - Trust
  - Estate
  - Non-Profit
  - Other

- **Exemptions (see instructions on Page 4, Section C):**
  - Exempt payee code (if any): __________
  - Exemption from FATCA (reporting code, if any): __________

- **If TX Corp, TX Ltd Partnership, TX Prof. Assn., or TX Prof. Corp., enter charter file number:**

### Additional Information *(required for Individual/Sole Proprietors*, Partnership**, or LLCs Taxed as a Partnership**

- **Individual's Name:**
- **SSN:**
- **Partner's Name:**
- **SSN/EIN:**
- **Partner's Name:**
- **SSN/EIN:**

---

Page 1
Section D: W-9 Request for Certification (required if U.S. Person/Entity*)

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 and (4) the FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Further Instructions: You must cross out item 2 in the above paragraph if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions for Part II of the IRS W-9 Form.

Signature of U.S. Person (required) __________________________ Date __________

Printed Name __________________________

*Section D is not required for non-resident aliens or foreign vendors. A W-8BEN (for individuals) or W-8BEN-E (for entities) is required in place of this section. These forms are available upon request.

Section E: Purchase Order Setup (required)

Please check your preferred method of receiving purchase orders (select one only) E-Mail □ Fax □

E-Mail (if preferred) __________________________ Fax Number (if preferred) __________________________

Section F: Historically Underutilized Business (HUB)/Federal Business Special Classifications

Federal Business Classifications
☐ Certified by SBA as small disadvantaged business
☐ Certified by SBA as a HUBZone small business
☐ Woman owned small business
☐ Minority owned small business
☐ Other __________________________

Texas HUB Classification
☐ Texas Certified HUB

HUB Type __________________________

HUB Number __________________________

Under 15 U.S.C. § 649(d), any person who misrepresents its size status shall (1) be punished by fine, imprisonment, or both; (2) be subject to administrative remedies; (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Section G: Payment Information

Please choose one of the following options for receiving payment and complete the required sections for that payment option:
☐ SUA (Single Use Account virtual credit card): Payment term is net 30. Complete Section 1.
☐ ACH (direct deposit): Payment term is net 15. Complete Sections H, I, and K.
☐ Paper Check: Payment term is net 30. No further sections are required.

Section H: International Payments Verification (required)

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

* If “YES”, also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form “A-227”). If “NO”, continue to Section J.
Section I: SUA Payment Option

SUA Contact Name
SUA Contact Phone
SUA Payment Notification E-Mail*

*An email address is required for the SUA payment notification. We recommend a central email address, such as accountsreceivable@vmsdomain.com

I declare that I have examined the SUA information above and to the best of my knowledge and belief it is true, correct, and complete. Note: All payments will be made in compliance with State of Texas Laws.

Signature for SUA Approval
Printed Name

Date

Section J: Direct Deposit Payment Option (for US institutions only)

Financial Institution Name
Routing Number
Account Type
Checking
Savings
Account Number

Section K: 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 that 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 amended, amended, or repealed.

Authorized Signature (required)
Printed Name
Remittance E-Mail

By providing an E-Mail address, I authorize notifications of payments posting to my account. I understand that notifications may include payment information that is considered confidential and therefore exempt from public disclosure.

Date

Section L: Authorization for Direct Deposit for The Texas Comptroller of Public Accounts on behalf of Texas Tech University
(required for direct deposit).

I authorize the Texas Comptroller of Public Accounts to electronically deposit any payments from the state of Texas to my financial institution. 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.)

To sign up for Advance Payment Notifications (APN) you can go to https://flux.cpa.texas.gov/flux/payment/resources/search.php

Authorized Signature (required)
Printed Name

Date

Section M: Existing Account Information (Changes Only) Insert the banking information currently on file for verification purposes.

Routing Number
Account Type
Checking
Savings

Account Number
Section A - Vendor Information: Provide the vendor's basic information so that it may be entered into 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. 

Foreign Vendor Confirmation: Vendor shall confirm if they are a foreign vendor and their 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 - W-9 Request for Taxpayer Identification Number: Provide the IRS-registered taxpayer identification number. This number will either be an EIN (Employer Identification Number) for business entities or a SSN (Social Security Number) for individuals.

Section C - Type of Purchase: Vendor shall identify if they provide tangible goods, services, a combination of both, or medical legal services.

Type of Vendor: Vendor shall identify which one of the following vendor classifications they qualify as: individual sole proprietorship or single-member LLC, partnership, corporation (provide the corporate charter number, if applicable), S Corporation, LLC taxed as a corporation, LLC taxed as a partnership, non-profit (501 C), state agency, federal agency, or foreign business/individual. If the vendor is an individual sole proprietor or single-member LLC, provide the name and social security number of the individual/owner. In the case of a partnership, provide the partners' names and social security numbers.

Exemptions: Vendors that are exempt from backup withholding and/or FATCA reporting, must enter the Exemptions box any code(s) that may apply. See the Exempt payee code and exemption from FATCA reporting code on page 3 of the IRS W-9 Form.

Section D - W-9 Request for Certification: Provide the taxpayer information as required for initial vendor set up. This section of the form will have to contain either a physical signature or adobe certified e-signature to conduct business with the University. This section should not be filled out if non-resident alien or foreign vendor.

Section E - Purchase Order Setup: Include the E-Mail or fax number to which the vendor would prefer purchase orders be sent. As a reminder, the University requires a purchase order or a credit card for any purchase made by a University employee.

Section F - 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 G - Payment Information: The vendor shall choose whether to receive payment via SUA (Single Use Account virtual credit card), ACH (direct deposit), or paper check. Payments can be sent via check to domestic vendors, but this is not a preferred payment method. If the SUA payment method is chosen, the vendor only needs to complete Section I. If the ACH method is chosen, the vendor can skip Section I and only complete sections J, K, and L. If paper check is chosen, no further sections are required.

Section H - International Payments Verification: Payment Destination: Select YES or NO to indicate if state payments will be forwarded to a financial institution outside the U.S. Note: If yes, the payee must also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227). A Wire Transfer Form may be required if it is determined form 74-227 that 100% of the funds will be sent outside the U.S. Contact vendor.services@ttu.edu to request the Wire Transfer Form.

Section I - SUA Single Use Account Payment Option: This is a virtual credit card payment method that is operated by the university’s chosen financial institution, currently JP Morgan. Payment term is net 5. Upon agreeing to accept SUA payments, you will be provided the first seven digits of the SUA account number. These numbers are static and located in the SUA certified JP Morgan confirmation follow-up email. When payment is issued, a certified JP Morgan email will be sent to the confirmed email address notifying that a payment is ready for processing. It will contain a unique nine digit account number, expiration date, and remittance information for the invoice being paid. You will then enter the full account number (the original seven digits plus the unique nine digits) and any other required information into your credit card payment processing system.

Section J - ACH Direct Deposit Payment Option: Payment term is net 15. Completion by financial institution is recommended. Important: Your direct deposit account information must be on file with the University. The University recommends that you contact your bank for direct deposit account information. 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 processed through the Texas Comptroller of Public Accounts on behalf of Texas Tech University. If the vendor elects to receive paper checks, the vendor will receive a separate check for any portion paid on appropriated funds and a separate check for any other type of funding (University, Federal, Grant). If the vendor elects to receive direct deposits and advance payment notifications, those payments will process through different sources. Therefore, it will be required that the vendor authorize direct deposits for both the Texas Comptroller of Public Accounts and Texas Tech University.

Section K - Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (Required for Direct Deposit): Provide the authorized signature, printed name, date, and email to which payment notifications are to be sent for direct deposits. Notifications are sent for direct deposit payments only, and emails are sent one business day prior to the deposit.

Section L - Authorization for Direct Deposit Setup for the Texas Comptroller of Public Accounts on behalf of Texas Tech University (Required for Direct Deposit): Provide the authorized signature, printed name, and date in order to be setup for direct deposit by Texas Tech University for payments processed through the Texas Comptroller of Public Accounts on behalf of Texas Tech University.

Section M - Existing Account Information (Changes only): Enter the Routing number, Account number, and select the Account type that is currently on file with Texas Tech University and the Comptroller's office. This will help us confirm the legitimacy of the change.
Purchase Request Form

To submit a requisition to purchase merchandise thru TTU-SGA system.

- Fill out form, obtain org signatures.

- Must attach quote/sales order, artwork, web basket, etc.

- After order is received vendor will be paid directly from SGA–TTU.

- If you submit an invoice with this form, it will be assumed the org has received the product. Invoice will be processed as an “After-the-Fact” and could take up to two weeks to pay the vendor.
TEXAS TECH STUDENT GOVERNMENT ASSOCIATION
PURCHASE REQUEST FORM

Students for TTU Success
Name of Organization: SGA
Teresa Davis
Name of Advisor: Department
Teresa Davis
Name of Person to Contact for More Information: teresa.y.davis@ttu.edu

09/01/2022
Date
843-2513
Phone #
2032
Org Mail Stop

dd
Phone # or Email Address

c

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
$ 100% of Recruiting Items (Copy of the Artwork Required)
$ Banners/Signs (Copy of the Artwork required)
$ 499.00 100% of Recruiting T-Shirts (Copy of the Artwork Required)
               Given Away □ Sold □
$ Other (Be Specific)

Vendor Information:
Vendor Name: Advance Graphix
Address: Lubbock, TX 79401
Invoice/Reference Number: 98652

Teresa Davis                     Mark Smith
Advisor’s Signature                Student Organization’s President Signature

Remember: WE DO NOT REIMBURSE STATE SALES TAX.
Attach all ORIGINAL receipts and supporting documents, if not reimbursement will not be processed.
If you have any questions please contact Teresa Davis at 742-3631 or e-mail her at teresa.y.davis@ttu.edu

Revised 8-15-2022
Guest Speaker Contract & Reimbursing Travel Expenses

- Fill-out contract for “Speakers and/or Professional Services” form

- If paying Speaker Fees and/or reimbursing travel expenses to speaker. Speaker must fill out before event:
  - Independent Contractor Questionnaire form
  - Vendor Setup Form

Forms are located on SGA web site.

Please make sure you use the forms located on the SGA website as they are the most up-to-date forms.
CAMPUS ORGANIZATIONS CONTRACT FOR SPEAKERS AND/OR PROFESSIONAL SERVICES

Name of Organization: Student Government

Joseph Hill

Professional’s Name: Joseph Hill

Presentation Date: 09/15/2014

Social Security Number: 111-11-1111

Is Professional a United States citizen or permanent resident alien?  X Yes  No

(If No please refer to Page 9 & 10 of the Funding Handbook)

Is Professional a current TTU/TTUHSC Employee?  X Yes  No

(If Yes, SGA cannot pay/reimburse them)

123 Akron Ave.  Dallas  TX  88888

Professional’s Home Mailing Address: 123 Akron Ave.

City  State  Zip

Presentation Topic (Please be Specific): How bacteria grows in dirt

Audience: TTU Students & faculty in the Biology Department

Expenses:

Professional Fee $ 500  Lodging Expenses $  

Travel Expense $  Meals $  

Number of hours per day the person spent performing the service  

TOTAL Reimbursement to be paid to Professional $ 500

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

Joseph Hill  Teresa Davis

Professional’s Signature  Advisor’s Signature

Patrick Steed

Organization President’s Signature
Guest Speaker Airfare &/or Lodging

If organizations need to purchase airfare or lodging for guest speakers, SGA will process directly through one of the university's travel agencies.

- Fill out form and obtain signatures
- Attach a copy of the speaker’s flight preference plus guest birthday and name as it appears on their license
- For hotel reservation provide check-in and check-out date
- If SGA arranges hotel reservation – organization receive state rate

SGA will not reimburse org/students/advisor for travel expenses paid for guest, according to SGA policies and procedure.
Guest Speaker Airfare and Hotel Form

Date: __________________

Name of Organization: _________________________ Presentation Date: ____________

Professional 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): __________________________

Location of Event: ____________________________

Expenses:

Lodging Expenses $___________ Arrival/Departure Dates: ______________________

Airfare Expense $___________

Flight Preferences: __________________________________________________________

__________________________________________________________

Total $________________

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

Teresa Davis __________________________ Patrick Steed __________________
Advisor’s Signature Organization President’s Signature

Org Contact person: ____________________________
To fund “new” student organizations (newly formed or orgs who have not been funded by SGA within the past three years)

To provide current org additional funding who have utilized their allocation provided for the fiscal year

- May request up to 25% of their original allocation.
- After original allocation has been exhausted or very minimal amount remaining to be used.
- May apply for contingency funding in Spring.

One application per year (September through August) for ONE unexpected event or expense NOT previously included on budget application. Contingency Funding is made for specific events.
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: ____________________________ Patrick Steed

Organization Advisor’s Signature: ____________________________ Teresa Davis

Date of Event/Travel: ____________________________

Purpose/Description of Event/Travel/Expense Request:
We are having a recruitment event and would like to have t-shirts made to be given out.

Benefit to TTU and your organization:

TTU and SGA will be promoted

Other funding for this expense: ____________________________

Amount requested from SGA: ____________________________ No other funding will be available

Please feel free to attach additional information

Student Government Association President

Date

Date Received by SGA: ____________________________
Payments to an International Visitor

- You MUST contact Michael Johnson in Office of International Affairs at 806–742–3667 **BEFORE** inviting this visitor to campus to ensure that he/she will have a payable visa type.

- Refer to the Funding Regulations Handbook to see the list of items Michael will need to know when you call him.

- Must allow 2 months in advance to have visitor set up in the Texas Tech System.
Payment to TTU Entities

- The org will submit the purchase request form and attach the contract or quote.

- SGA will email the contract back to the service department and provide the account number (FOP) to charge

- The Org will need to follow-up with the service department to be sure that all information needed was received.
TTU Entities Available

- **Rentals**
  - United Supermarkets Arena
  - Alumni Merchet (no food)
  - Frazier Pavilion (no food)
  - Vehicle rental through the Physical Plant (trips only)

- **Printing/Copying**
  - Copy Services kiosk in the SUB basement.

- **Advertising**
  - La Ventana
Group Travel

- Fill out the travel application. Attach conference or event itinerary (per Travel Services)

- Attach a *copy* of the Student/Participant Release & Indemnity Agreement form from *each* student traveling.

- Provide a compiled list of students attend trip with following information. Names, R numbers, emergency contact information, & residency status (international students only). Student enrollment status with the university will be verified by SGA before approval is given. If the application is submitted without the names and R#s, the application will not be processed which could cause delay for travel funding to be approved

*SGA will NOT pay any expenses for individuals who are not currently enrolled with active status and good standing with the university*
Travel Advance Card – can be requested. Make sure you write “Travel Advance Card Request” at the top of your application.

- There is a strict policy with this option. If abused or not followed the org will not be allowed to use it again.
- Only be used for hotel, gas, registration, etc. Cannot be used for food.

Submit completed Travel Application packet to Teresa in the SGA office:

- Due 3 weeks prior to the trip
- Applications may be denied if received inside the 3–week window
GROUP TRAVEL APPLICATION

Organization Name: Students for TTU Success
Advisors Full Legal Name: Teresa Davis
Advisors Phone #: 742-3631
Advisor’s Fax #: 742-0170
Advisor’s Tech ID #: R00524521
Destination: Los Angeles, CA

Date: 9/25/10

Estimated Expenses:

- Airfare: $650.00
- Registration Fee: $750.00
- Lodging: $250.00
- Meals: $250.00
- Public Transportation: $50.00
- Rental Car: $50.00
- Other: $0

Date Leaving: 10/29/10
Time Leaving: 7:00 a.m.
Date Returning: 11/1/11
Time Returning: 10:00 p.m.

Number of Students traveling (advisors not included): 5


****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.):
Travel to Los Angeles, CA, to recruit at the 200th Annual Successful Student Conference.

Amount to be Allocated for this trip from your Lump Sum: $1150.00

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

If YES, Department Name: 
Contact Name: 
Phone Number: 
Amount: 

ARE YOU REQUESTING A PO? YES ☐ NO ☐

(Terms of use: Organization advisor must make prior arrangements with Cass Babitzke in order to choose this option)

Teresa Davis
Advisor’s Signature

Patrick Steed
Student Organization President’s Signature
Airfare and Hotel

Hotel –
- In state travel – ONLY the room rate paid will be reimbursed
- Out of state travel – room rate and taxes will be reimbursed
- Airbnb – *SGA will not reimburse any cleaning or service fees*
- Must submit a receipt reflecting full payment showing zero balance (reservation confirmation will not suffice)
- TTU Choice Hotels Preferred Rate (TTU contract) will receive discount

Airfare –
- Receipts from Expedia, Orbitz, Travelocity, etc. are accepted
- Email confirmations serve as your receipt if a payment method is included. Turn in all pages.
- Tech has contract with Southwest, flight must be book by Ms. Davis.
- SGA can purchase flights if needed. Please contact Teresa Davis no less than 4 weeks in advance for required information.
- If SGA books flights for you whether it is through SWABIZ or a travel agent, you MUST contact Teresa to make changes to the ticket.
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- Click Here to access the Texas Tech University VIP/Preferred Rate on www.choicehotels.com or enter Rate ID 00038360 to access the Special Rate box before you search for locations.

- OR call 800.424.6423 (800.4CHOICE) and give Texas Tech University Preferred Rate ID 00038360.

- Once you enroll in Choice Privileges, enter the Texas Tech University Preferred Rate ID 00038360 in the Company Information section of your online profile: My Account > Update Profile > Corporate Rates.

For any questions or if you need assistance, please contact:
Cindy O’Connor – Government Account Manager
Cindy.oconnor@choicehotels.com; 214-682-4006

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Rental Cars

- Texas Tech State contracts are:
  - Avis
  - Budget
  - Enterprise/National – identified _UTS733 pin TEX
  - Hertz

- Must reserve online to receive state rate. Vehicle must be in name that appears on credit card, expense will be reimbursed upon return. State contract covers the vehicle insurance.

- If non-contracted company is used, insurance will not be reimbursed AND justification will have to be provided as to why a contract vendor was not utilized.
Allowable Travel Expenses

- Gas
- **Lodging** (including out of state hotel tax only)
- Rental Car
- Airfare
- **Meals** (receipts must be *itemized* – per diem is not allowed under the Student Affairs Travel policy)
- Public Transportation
- Registration Fees
- Parking
non-allowed travel expenses

- Research presentation travel
- Alcohol
- Tips or gratuity
- Texas state sales tax on hotels
- Insurance for travel outside the US
- Room service
- Internet/Wi-Fi fee
- Cleaning/service fees
This list must be submitted with the travel application form so SGA can verify academic standing for each student traveling.

Travel Services will not approve without this information.
Student Affairs Travel Policy
Organizations must abide by the Student Affairs travel policy which is consistent with TTU OP 79 (our division does not allow food per diem – must have itemized meal receipts)

All student travelers are bound by the Code of Student Conduct of TTU – Part1 Section D

Each student traveling utilizing university funding must be active and in good standing

2/3 Rule – 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. If more than 2/3 of the organization is participating, then the organization may use up to 100% of their allocation for travel
SGA is a supplemental source of funds for travel.

Organization’s travel applications are submitted under advisors name
  - Per the Student Affairs travel policy and Texas Education Code 51.950 any student/student organization (utilizing university funding to travel) must be sponsored by a university employee.
    - The advisor will receive the cash advance (if requested) and the travel reimbursement then distribute to treasure.

Advisor travel expenses may not be reimbursed on SGA funds.

All signatures in the travel system are electronic
  - Advisors will receive an email once the travel voucher has been submitted. Advisor must log in to the travel website (through raiderlink.ttu.edu) to “sign my voucher”. (Link will be provided in the email from Travel Services)
If Receive Cash Prizes/Awards for Competitions

- Any cash prizes/awards must be disclosed to SGA upon receipt

- The amount of the cash prize will either need to be returned to SGA or offset the funding received from SGA for travel expenses

- Failure to do so is a violation of state law and will affect the funding your organization receives in the future
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
Return From Travel
Fill out form and attach all original *itemized* receipts.

- Make sure meal receipts are itemized. If they are not, they will not be reimbursed.
- Make sure the hotel and rental car receipts have a zero balance.
- Turn the form and receipts into the SGA Office within 5 business days!
- *Failure to follow this policy could cause your org to be prohibited from using funds to travel in the future!*
Receipts

- Name AND location of the business and/or restaurant must be clearly stated

- Uber/Lyft/taxi/rideshare receipts MUST include to/from location for verification purposes as well as payment information (SGA does not pay for Entertainment expenses)

- Please DO NOT tape or staple receipts – simply place them in an envelope or paperclip
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 # ______________ Email ____________________
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.

We earnestly appreciate your time and commitment to assist TTU and TTUS to maintain compliance with our statutory requirements.

Hotel name and address
Room numbers for travelers
(This information collected is to reach out to the proper Law Enforcement Agencies for information as to whether any Clergy reportable crimes occurred in those Cities/Hotels stayed in.)

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 ___________________________ Organization President’s 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 __ 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 Teresa Davis at 742-3631 or TeresaY.davis@ttu.edu
Friday, August 1, 2024

All payment and reimbursement request must be submitted by 5:00 p.m.

Travel is the only exception to the final deadline – if trip takes place between Aug. 10–31 – must discuss with Teresa to make sure policies are followed
The Budget & Finance committee reviews orgs spending history when determining allocation for up coming year.

- Current fiscal year – allocation only
- Three previous fiscal years – allocation, contingency awards, penalties and remaining balance

A penalty may be applied if allocation is not spent.

The usage of funding is a huge factor in determining next years funding.
Common Questions
SGA President reviews/approves ALL expenses before they are processed within 2 weeks

- **Travel**
  - **Travel Reimbursements** issued to advisor 2–3 weeks after travel voucher is received by Travel Services
  - **Travel Advance Card** issued 3 days before trip.

- **Purchase Requests**
  - Reimbursements to the organization are processed within 3 weeks.
Guest speakers
- If guest pays travel expenses reimbursement is processed 2 weeks after presentation.
- If SGA processes airfare and/or hotel will be completed 30 days in advance.
- Speaker Fee (only)
  - If paperwork is submitted **four weeks** prior to presentation date the fee will be issued after they presented.
  - If paperwork is submitted on the day of (or after) presentation it could take up to 30 days.
  - International processing is 60 days.

General Reimbursements
- Reimbursements are processed within 2 weeks. If org does not have R# processing will be delayed.
Fund Raising Events

Orgs may host “Give Back Nights” with various restaurants. Establishment may request a “tax exempt” form

- The org needs to retrieve a W9 form from www.irs.gov
- Use their own tax ID number and contact information
- Provide the W9 to the vendor for tax purposes

Organizations cannot use TTU’s tax ID number
SGA Communication

- SGA Website (Funding Overview Page) – *always up to date with information – needs to be the first go-to resource for orgs*

- Tech Announcements – *Tuesdays only! – for any approaching trainings/deadlines*

- TechConnect – reply's will be posted to forms in TechConnect. Such as: SGA Funding Contract 2024–2025; SGA Budget Application 2024–2025; SGA Funding Training 2023–24; etc
Home page to SGA Funding:
http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/
- Check Org’s Balance
- Funding Handbooks
- Important Dates & Information
- Forms
- Other University Funding

Treasurer Transfer Checklist
- Keep within your organization
- Has pertinent information to provide to incoming officer(s)

Fundraising Ideas

Student Affairs Travel Policy
The Budget & Finance Committee serve as Funding Coordinators

- They will serve as the liaison between the SGA Account Manager, Teresa Davis and the organizations.

- Their duties are:
  - Meet with the organizations as needed
  - Ensure completion of yearly funding training
  - Ensure completion of the funding application process (for the upcoming fiscal year)

http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/fundingcoordinators.php
Funding Contract & Budget Application Process
Requirements to Apply for Funding

- Must be currently registered as a student organization
- Must meet Risk Management compliance
- To check your registration and risk management status, contact the Center for Campus Life at 742-5433
  https://www.depts.ttu.edu/centerforcampuslife/
- Or visit Tech Connect
FY25 Funding Application Process

Funding for September 2024–August 2025

- Funding Request Process starts **September 18, 2023** at 8:00 a.m. Instructions are located on SGA website
  - Apply on TechConnect
    - Three steps:
      - Funding Contract – fill out and submit in TechConnect. Then print and obtain signatures once completed submit to SGA office
      - Budget Application – fill out and submit
      - Sign up for a funding interview

- **Step-by-Step instructions are provided on the SGA website as well as direct links to each of the three steps of this process**

Notification to Orgs via TechAnnounce (on Tuesdays) and SGA Website
Deadlines & Timeline
FY24 DEADLINES

- Funding Contract & Budget Application due (without penalty) Friday, December 1, 2023 by 5:00 p.m.

- Funding Contract & Budget Applications received between December 2, 2023 at 5:01 p.m. to January 15, 2024 will receive a 20% penalty from the allocation decided upon by Budget & Finance Committee.

- Funding Interview Sign Up (without penalty) starts September 18, 2023 to December 16, 2023 at 5:00 p.m.

- Funding Interview Sign Ups after December 16, 2023 at 5:01 p.m. to January 13, 2024 at 5:00 p.m. will receive a 20% penalty from the allocation decided upon by Budget & Finance Committee.

- Organizations will not be allowed to sign up after January 13, 2024.
FY24 DEADLINES – continue

- **Interview process** – January 22, 2024 through February 2, 2024
  - Budget & Finance committee interview orgs

- **Allocation Weekend** – February 2–4, 2024

- **Creation of the Bill of Appropriations**
  - Senate approval/passage – March/April 2024
    - Must go through three readings before being passed by Senate
  - **Usage of FY25 funding starts September 1, 2024**
Funding Interview Schedule

- Log into Qless application to Schedule interview. Application will send reminders.

Funding Contract and Budget Application Process

- Orgs need to check the “Funding Application Process Tracking” spreadsheet (on the Funding Process page of the SGA website) to monitor what has been received.

- After allocations weekend (February 2–4, 2024) orgs can check posted spreadsheet for allocate FY25.

- If org wishes to appeal allocation refer to the Funding Process Handbook or the Funding Process page on the SGA website for procedure.

- After the third/final reading of the Bill of Appropriations the “Funding Application Process Tracking” spreadsheet will be updated on the Funding Process page with final allocation.
  - When Bill of Appropriations is passed it will be uploaded on the “Student Orgs Historical Allocations” page of the SGA website
Contact Information

SGA Office Suites

Student Union Building, Room 302, 3rd Floor
806.742.3631

Website:
www.sga.ttu.edu

Email: sga@ttu.edu

Teresa Davis
SGA Org Funding Account Manager
742-3631 or 834-0458
teresa.y.davis@ttu.edu

Preston Schmid
SGA Chief of Staff, SORC
742-3631
pschmid@ttu.edu

Cole Rumsey
crumsey@ttu.edu

Carter Arrott
cararrot@ttu.edu
Chair, Budget & Finance Committee
742-3631