

MSA Event Funding and Expense Reimbursement Policy

1. Event Funding Process (Before the Event)

1.1 General

Club events need to be approved by MSA event approval panel at least two weeks before funds are needed. The form “*Event & Funds – Request for Approval*” should be filled out by the club and submitted to MSA event approval panel (email: msa-eventsapproval@exchange.uci.edu).

MSA VP of Finance and VP of Internal will review the budget and the event date, respectively. If there’s no conflicting event dates or violation to the policy, the event approval will be granted by VP of Internal.

1.2 Documents and Processes

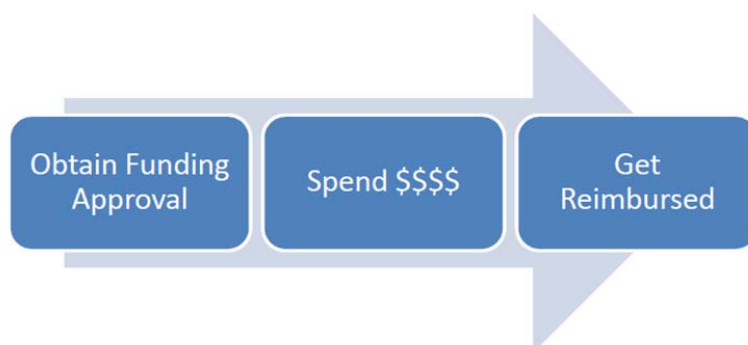
Clubs can follow the steps below to obtain the event approval:

Step 1: Obtain approval for funding **BEFORE** event or other club expenditure.

- Use form named “Event & Funds – Request for Approval” (Link: <http://merage.uci.edu/MSA/Content/Resources/153>)
- Submit the form to email address: msa-eventsapproval@exchange.uci.edu at **least two weeks** before funds are needed.
- Review MSA expense guidelines (see **3. Club Expense Guidelines** below)

Step 2: Spend the money per approved Event & Funds – Request for Approval.

Step 3: Get reimbursed through expense reimbursement process.



2. Expense Reimbursement Process (After the Event)

2.1 Documentation Requirements

To obtain reimbursement of your MSA approved expenditures, club needs to submit the expense report to VP of Finance, who will turn it into the Student Government Business Office.

The following documents are REQUIRED to be included in the expense report:

- a. Check Request Form
 - Fill in the check request form, and fill in your club account # (Club president should keep MSA club account number) and sign on it. (Don't forget to fill in the event details such as number of people attending the event, location, time, name of the event etc.)
 - For more details about how to fill in the check request, please refer to **Appendix A**.
- b. Itemized Receipt or Invoice – original document (copies not accepted)
 - Tape or paperclip the receipt to an 8.5x11 sheet of paper. (Do NOT simply staple all the receipts together with the check request form.)
- c. Provide a hardcopy of the approved event request form (“*Event & Funds – Request for Approval*”)
 - The form was submitted to MSA for approval before the event, please refer to **1.1**
- d. A hardcopy of the email flyer sent to the student body OR an attendee list

Staple the four items with any other important supporting documents, such as a purchase order and/or a special approval email, together. And leave this expense report in the school mailbox of VP of Finance. Then send an e-mail notice to VP of Finance.

Detailed instructions of how to fill out the Check Request form can be found in **Appendix A** below.

2.2 Timeline

All reimbursement requests are due within **4 weeks** after the event. MSA WILL NOT be able to reimburse any request after 4 weeks.

If the club has difficulty to turn in the receipts within 4 weeks, please send an e-mail to VP of Finance before the deadline.



3. Club Expense Guidelines

The following topics have been developed to help make the process of obtaining and using MSA club funds as easy as possible. While these topics do not represent everything you need to know with regard to MSA club expenditures, they do cover the most frequent sources of confusion. To ensure your MSA club expenditures are reimbursed in a timely manner, you are encouraged to become familiar with the guidelines.

- | | |
|---|---|
| 3.1 Acceptable Expenditures | 3.7 Intramural Sports |
| 3.2 Alcohol | 3.8 Non-MSA Funding Sources |
| 3.3 Checks | 3.9 Petty Cash / Pick-up |
| 3.4 Food | 3.10 Reimbursement Timing |
| 3.5 Gratuities | 3.11 Reserve Account |
| 3.6 Guest Speaker Gifts | |

3.1 Acceptable Expenditures:

- General principle for assessing what is an acceptable (i.e.: reimbursable) expenditure is that the expenditure is (1) necessary for the attainment of club goals AND (2) the amount of expenditure is appropriate for benefits attained.

3.2 Alcohol:

- Generally not reimbursed
- Exceptions exist but are rare (e.g.: MSA Sponsored Mixers). By default, you should assume alcohol will not be reimbursed unless you have obtained specific guidance stating otherwise.

3.3 Checks:

- Checks for deposit to your MSA club account should be made out to "GSM Student Association."

3.4 Food:

- *Reimbursable:* Food for club events.
- *Reimbursable:* Meals provided to guest speakers.
- *Not reimbursable:* Meals provided to club officers and others accompanying guest speaker before/after an event, when meal gathering is primarily social in nature.
- *Not reimbursable:* Meals provided during normal club officer meetings.
- What's the common denominator for reimbursable food expenses? - Reimbursable food expenses are for (1) food available to the entire student body (e.g.: open meetings; guest speaker presentations), or (2) food that is central to activities that substantially further club goals.



- Reimbursement requests for food MUST indicate number of people in attendance and nature of business conducted.
- Large Group Events (e.g.: open meetings; guest speaker presentations): Submit a copy of sign-in sheet for event with reimbursement request.
- Receipts: Original receipt MUST accompany reimbursement request. A detailed receipt is required (Credit card receipt that shows only the total is not acceptable). Note that pizza deliveries in particular typically do not arrive with anything more than a credit card receipt, so plan ahead to make sure you print your online order confirmation or request that your phone order be accompanied by a detailed receipt.
- Food expenditures must be reasonable (e.g.: \$5 or less per person for large gatherings; appropriately greater depending on setting).

3.5 Gratuities:

- *Reimbursable*: By default, gratuities should not exceed 15%. Use your discretion for gratuities exceeding 15%.
- *Not Reimbursable*: Gratuities greater than 18%.

3.6 Guest Speaker Gifts:

- Value should not exceed \$25.
- Gift cards require (1) delivery certification by two club officers (e.g.: two officers signatures on reimbursement request), or (2) signature of gift card recipient indicating receipt.

3.7 Intramural Sports:

- Intramural sports will not be considered for reimbursement or special funding.

3.8 Non-MSA Funding Sources:

- Corporate sponsorships and fundraising events are excellent sources of supplemental funding for club activities.
- MSA reimbursement guidelines do not apply to Non-MSA funds and you may utilize the funds at the discretion of club officers for activities that further club goals.
- You have three options for managing proceeds from Non-MSA funding sources:
 1. Hold in cash and spend funds as appropriate – good for small amounts
 2. Open an account with Student Government, from which you can draw funds as needed – best solution for managing large sums that you don't expect to use immediately
 3. Deposit funds into your MSA account – not recommended unless you're certain you will spend funds during current budget period because unused funds will be swept into reserve account.



3.9 Petty Cash / Pick-up:

Starting from FY11-12, Student Government Business Office no longer issue petty cash reimbursements. Please do not choose petty cash on Check Request form.

3.10 Reimbursement Timing:

- Reimbursement requests are processed and submitted to student government once a week. Approved expense reports are sent to Student Government Business Office Accounting officer by MSA VP of Finance at the end of each week.
- Reimbursement will generally be received via U.S Postal Service or made available for pickup within 3-5 business days.
- Erroneous or otherwise deficient reimbursement requests will be returned to the Merage mailbox of person that submitted reimbursement request.

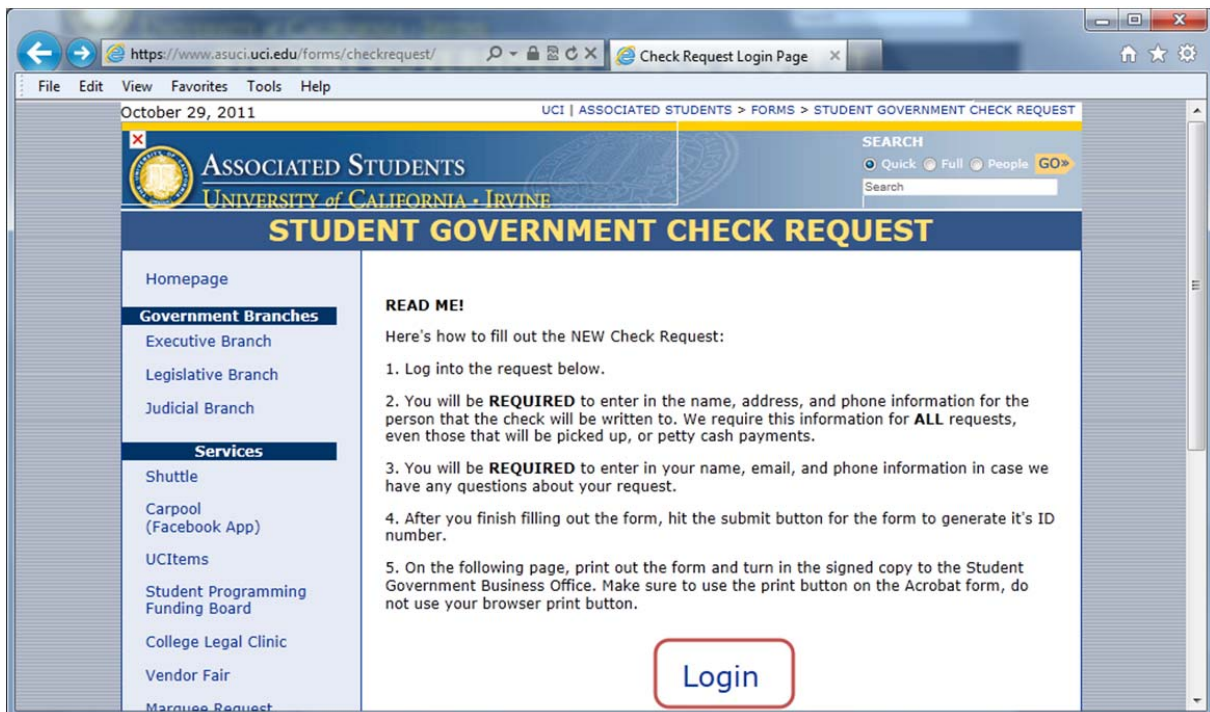
3.11 Reserve Account:

- The reserve account represents an accumulation of unused MSA funds from the last 15+ years. These funds are available to be used for MSA club activities that are not already funded within club budgets.
- If your club desires additional funding and you can articulate a compelling case for why additional funding is a good investment for the Merage student body, clubs are encouraged to request "Special" funding from contingency account.
- Special funding requests must be presented IN PERSON at an MSA meeting at least one month prior to when the funds will be needed.

Appendix A

Please follow the following instructions of how to fill out the Check Request form:

1) Go to <http://www.asuci.uci.edu/forms/checkrequest/> and log-in with your UCI username and password (Not Merage username).



2) Fill out the form as shown below and then click the "Generate Form" button.

Student Government - UCI		Check Request																													
<input checked="" type="checkbox"/> Mail	Date: Oct 29, 2011 51061757587cda49fcca8cb36c0fc7fb																														
<input type="checkbox"/> Pickup																															
<input type="checkbox"/> Petty Cash (under \$25)																															
PAYEE INFORMATION		REQUESTER INFORMATION																													
Name: John Doe	Name: Your Name	Cell Phone #: (333) 333-3333																													
Address: 1234 Ranch Street	Email: UCInetID@UCI.EDU	UCInetID: UCInetID																													
City/State/Zip: Irvine CA 92600	Telephone #: (555) 555-5555																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">COMPLETE DESCRIPTION OF PAYMENT - Example : WHO, WHAT, WHY, WHEN, & WHERE</th> <th style="width: 15%;">ACCOUNT NAME</th> <th style="width: 15%;">ACCOUNT #</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Lee's Sandwich, catered food, 10/29/11, XXX club kick-off event @ 5pm, SB117, about 26 attendees.</td> <td style="padding: 5px;">XXX Club</td> <td style="padding: 5px;">1234-1234</td> <td style="padding: 5px;">\$100.00</td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">Invoice Number: C345267</td> <td colspan="2" style="padding: 5px;">Date: 10/29/11</td> </tr> <tr> <td colspan="2" style="padding: 5px;"></td> <td colspan="2" style="padding: 5px;">TOTAL: \$ 100.00</td> </tr> </tbody> </table>				COMPLETE DESCRIPTION OF PAYMENT - Example : WHO, WHAT, WHY, WHEN, & WHERE	ACCOUNT NAME	ACCOUNT #	AMOUNT	Lee's Sandwich, catered food, 10/29/11, XXX club kick-off event @ 5pm, SB117, about 26 attendees.	XXX Club	1234-1234	\$100.00													Invoice Number: C345267		Date: 10/29/11				TOTAL: \$ 100.00	
COMPLETE DESCRIPTION OF PAYMENT - Example : WHO, WHAT, WHY, WHEN, & WHERE	ACCOUNT NAME	ACCOUNT #	AMOUNT																												
Lee's Sandwich, catered food, 10/29/11, XXX club kick-off event @ 5pm, SB117, about 26 attendees.	XXX Club	1234-1234	\$100.00																												
Invoice Number: C345267		Date: 10/29/11																													
		TOTAL: \$ 100.00																													
Requested By: Your Name	Signature: Your Signature!	(Office Use Only) Date Paid:																													
Approved By:	Signature:	(Office Use Only) Check No:																													
<div style="border: 2px solid red; display: inline-block; padding: 5px 15px; background-color: #ccc;">Generate Form</div>																															

Note:

- Payee Information: Enter in the name, address, e-mail, and phone information for the person that the check will be written to.
- Requester Information: The person requesting the check will be required to enter in their name, email, and phone information in case Student Government has questions about the request.
- Please include **"who, what, where, when, and why"** in the description of payment.
 - Who/Where – Name of store.
 - What – List items purchased.
 - When – Date of purchase.
 - Why – Reason for purchase/Event Details/ Meeting Info (date, time location and estimated attendance of event)



- 3) Print the completed form.
- 4) Sign the completed request.

Then, attach other documents as instructed in **2.1** section above (including original copy of receipts taped on an 8.5x11 sheet of paper, hardcopy of the event request form and the flyer or attendee list), send the expense report to MSA VP of Finance within 4 weeks after the event.

Note: To avoid delay in processing your reimbursement, please be sure to follow these instructions precisely. Student Government Business Office accounting department will not issue reimbursement payment if form is not completed accurately and fully. Subsequently, REIMBURSEMENTS THAT DO NOT CONFORM TO THESE INSTRUCTIONS WILL BE RETURNED TO REQUESTER'S MAILBOX.