

MSA Event Funding and Expense Reimbursement Policy

Event Funding Process (Before the Event)

a. Review Process

Club events need to be approved by MSA VP Finance and VP Operations at least three weeks before funds are needed. An itemized budget should be outlined in the online [Event Request Form](#). MSA VP of Operations and VP of Finance will review the event date and budget, respectively.

b. Additional Funds

Depending on fund request, the MSA Board may request that you do a presentation for a 2/3 Board vote. Presentation must include brief details and value of event and survey results of past events. Additional information may be requested. Requests are reviewed and approved on a case-by-case basis. Not all fund requests are guaranteed.

c. Speaker Gifts

Outline the name and contact information of speaker(s) on the online [Event Request Form](#). A maximum of 2 speaker gifts can be collected from the Merage Career Center at no cost.

If a club wants to purchase separate speaker gifts, print the verification form (at end of this document) for each speaker to sign. This verification must be submitted for reimbursement. No exceptions.

Expense Reimbursement Process (After the Event)

A full description of the ASUCI reimbursement policy, can be found [here](#). MSA and the Merage School may apply stricter policies.

d. Timeline

All reimbursement requests are due to VP of Finance or FTMBA Program Office within **4 weeks after the event**. No exceptions. Reimbursement requests will not be requested if submitted after 4 weeks.

e. Documentation Requirements

To obtain reimbursement of your MSA pre-approved expenditures, submit the following documents to VP of Finance or [FTMBA Program Office](#). All are required to be reviewed. No exceptions.

1) [Check Request Form](#)

- Fill in all fields (Don't forget to fill in the event details such as number of people attending the event, location, time, name of the event etc.) on the check request form, including club account # (Club President should have the MSA club account number).
- If being reimbursed for food, indicate number of attendees in Description.
- For events with 25 or less attendees, signatures are required from each attendee.
- Delivery options: Mail or Pickup. If Pickup, type c/o Sofia Dang, Zot 3125 under Address. Sofia will contact you to pick up the check from the FTMBA Program Office.

- After form is complete, click “Generate Form” then print.
- 2) Hard copy/original itemized Receipt or Invoice (copies or scans will not be accepted)
 - Paperclip (NOT staple or tape) the receipt to the check request form.
 - 3) Proof of event
 - The promotional flyer or invitation that was sent to the student body, agenda or presentation presented at the event are acceptable forms of proof.
 - If you have the RSVP list, include no-shows and add-ons. For events with 25 or less attendees, signatures are required from each attendee.
 - 4) Verification form(s) - see end of document for verification form.
 - If speaker gifts were purchased (no more than \$25 in value) and given to the speakers, signed verification forms (at the end of this document) must be submitted. No exceptions.
 - Gifts collected from the Merage Career Center do not require verification forms.

Submit the above items with any other important supporting documents, such as a purchase order and/or a special approval email, together to VP of Finance or [FTMBA Program Office](#). Do not staple.

Club Event 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.

[Acceptable Expenditures](#)
[Alcohol](#)
[Food](#)
[Guest Speaker Gifts](#)

[Non-MSA Funding Sources](#)
[Reimbursement Timing](#)
[Reserve Account](#)

a. 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.

b. Alcohol

Club must fill out [Request to Serve or Sell Alcoholic Beverages](#) form and submit to UCI Hospitality & Dining Services **at least 20 business days prior to the event.**

- In order to be approved:
 - UCI approved bartender must be selected.
 - List of types of alcohol to be served.
 - List of all food and non-alcoholic beverages to be served.
 - Have a plan to monitor those approved to drink and those not approved to drink (i.e. underage attendees).
- Submit completed form to FTMBA program office for additional approvals.
- Once FTMBA program office contacts club of approvals confirmed, submit completed form to [UCI Hospitality & Dining Services](#).

c. Food

Reimbursable food expenses (max limits: \$27pp for breakfast, \$47pp for lunch, \$81pp for dinner, \$19pp for light refreshments) are for food that is central to activities that substantially further club goals. For example:

Reimbursable:

- Food for club events.
- 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.
- Meals provided during normal club officer meetings (i.e. board meetings).

In order to be reimbursed:

- Reimbursement requests for food MUST indicate number of people in attendance and nature of business conducted.
- Submit a copy of attendance list for event with check request form. For events with 25 or less attendees, signatures are required from each attendee.
- Receipts: Original receipt MUST accompany reimbursement request. An itemized 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 an itemized receipt.
- Food expenditures must be reasonable (i.e. \$5 or less per person for large gatherings; appropriately greater depending on setting). Contact VP of Finance for more information.
- Gratuities:
 - *Reimbursable:* By default, gratuities should not exceed 15%. Use your discretion for gratuities exceeding 15%.
 - *Not Reimbursable:* Gratuities greater than 18%.

d. Guest Speaker Gifts

Value should not exceed \$25. While at the end, collect signatures from the speakers on the verification form found at the end of this document.

e. 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 (i.e. donations, fundraising) 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 are certain you will spend funds during current budget period because unused funds will be swept into reserve account.

f. Reimbursement Timing

Reimbursement requests are processed and submitted to UCI student government (ASUCI) once a week. Approved expense reports are sent to Student Government Business Office Accounting officer by MSA VP of Finance or FT MBA Program office at the end of each week.

Reimbursement will generally be received via U.S Postal Service or made available for pickup within 1-2 weeks.

Erroneous or otherwise deficient reimbursement requests can delay processing. If the FTMBA Program office contacts you for any missing information, it is important to respond in a timely manner and within the 4-week timeframe.

g. 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.

Verification Form

Organization and Club
(ie MSA, Merage Healthcare Association):

Item Description:

Event Title:

Date of pick-up:

I, _____ (print name of gift recipient), acknowledge that I have received the item(s) listed above from the event and student organization stated on this verification form. By signing this form, I agree that the student organization listed on this verification form is no longer held responsible and will not replace any lost, stolen or broken items.

Signature: _____