



SAF Guidelines

Student Council & the Office of the Dean of Students

Fiscal Year 2014-2015

Student Council
Room 164, Newcomb Hall
(434)-924-8875

ODOS Business Services
Room 444, Newcomb Hall
(434)-924-0867

SAF Guidelines

Table of Contents

3 Introduction

4 Part 1: Becoming a CIO

Becoming a Contracted Independent Organization: Criteria & Restrictions on Membership

5 Part 2: The Appropriations Process

Who Are We?

Student Council

Student Council Vice President for Organizations: Kyle West

The Appropriations Committee and Co-Chairs:

Troy Kirwin, Jason Steckler, Cameron Thum and Adrien Carré

6 Requirements for Receiving Student Activity Fee (SAF) Funds

Funding Requirements, Eligible Funding Categories

7 Restriction on Funds

Prohibited Items, Special Considerations, & Other Budgeting Guidelines

8 Other Budgeting Guidelines

Including info on speaker expenses, travel, office supplies & more

9 Submitting a Budget

Rolling Rounds, Semi-Annual Rounds, & which round may be best for your CIO

10 Hearings, Deliberations, Allocations, & Appeals

11 Appropriations Calendar

12 Part 3: Accessing Allocated Funds

General Policies & Procedures

The Purchase Request Form, Travel, Vendors, and Contracts

16 Part 4: Appendix

Appropriations Dictionary

CIO Purchase Request Form

CIO Mileage Expense Form

CIO Re-allocation Form

Welcome

In 1946, President Colgate Darden, recognizing the strong tradition of student self-governance at the University of Virginia, delegated to Student Council the power to recognize all student organizations. In the early seventies, Council began funding student organizations that qualified for funds under the Board of Visitors' guidelines. After a lengthy debate, the Board of Visitors' fundable categories of organizations were first adopted in 1973. The original ten categories were expanded to thirteen and are currently at eleven.

The purpose of the Student Activity Fee (SAF) is to provide financial support for student organizations that are related to the educational purpose of the University of Virginia. As a mandatory student fee, the monies collected by the University for funding student activities are public funds that must be administered in a manner consistent with the educational purpose of the University as well as with state and federal law.

This **SAF Guidelines** have been developed as a comprehensive guide to assist student groups that receive money from the Student Activity Fee. While some sections may be relevant to other organizations, most of the procedures described apply only to those groups who participate in the Appropriations Process.

Should you have any questions regarding the procedures contained herein, please do not hesitate to contact Kyle West, Student Council Vice President for Organizations, or Ted Magilley, Senior Fiscal Coordinator for ODOS Business Services, at any time during the year. Suggestions for additions or revisions are welcome and should be directed to the Vice President for Organizations.

Information in this manual has been compiled from the Student Council Constitution and By-laws, the Appropriations Process Study Committee Report, and the Board of Visitors Guidelines. These documents can all be found on file in the Student Council office.

Kyle West

Student Council Vice President for Organizations

Email: studco-vpo@virginia.edu

Phone: (434) 924-8875

Ted Magilley

ODOS Senior Fiscal Coordinator for Business Services

Newcomb Hall

Email: ejm9r@virginia.edu

Phone: (434) 924-8805

Part 1: Becoming a Contracted Independent Organization (CIO)

Any student group that wants to apply for Student Activity Fee (SAF funding for the 2014-2015 academic year through the Appropriations Process must be qualified for CIO status for the 2014-2015 academic year. CIO status is also required for student organizations that use University buildings and the Student Activities Center and its resources.

CIO status is renewed annually at the end of Spring semester. The CIO Agreement Form is easy to fill out, and is available on @UVA – <http://www.atuva.net>.

In order to become a CIO, an organization must fulfill the following criteria:

- 1. At least 51% of the group's members must be students.**
- 2. The group's officers must be all full-time, fee-paying students.**
- 3. The group must keep an updated copy of its constitution on file at Student Council.**
- 4. The group must comply with the University's Non-Discrimination Clause in their constitution.**

Qualification as a CIO does not necessarily qualify an organization to receive SAF funding. There are separate guidelines and criteria an organization must meet in order to qualify for the Appropriations Process. Those guidelines are outlined in the following pages. If you have any further questions on any of this information, please contact the Vice President for Organizations.

Restrictions on Membership

A CIO may restrict its membership based on ability to perform the activities related to the organization's purpose. For example, a student publication may make requirements based on writing skills. A club sports team may restrict membership where selection is based on competitive skills or the activity involved is a contact sport thus resulting in a team of one or predominately one gender. Likewise, a choral group may restrict its membership based on vocal range or quality, which may also result in a chorus or choruses of one or predominately one gender.

Part 2: The Appropriations Process

Below will be an infographic titled “A Glance at the Appropriations Process,” including the following information:

Step 1: Requirements & Restrictions for SAF Funding: What can and cannot be funded in the Appropriations process

Step 2: Submitting a Budget Online: Apply for Funding

Step 3: Hearings, Deliberations, Allocations and Appeals: work with Student Council to find what funding options work best for your CIO

Step 4: Accessing Appropriated Funds: work with ODOS Business Services to receive reimbursements for approved expenditures

Who are we?

Student Council

The purpose of Student Council is to protect and improve the rights, opportunities, and quality of life of each student at the University of Virginia. Student Council has proudly provided SAF funding to CIOs through the Appropriations Process since 1943.

Student Council Vice President for Organizations (VPO), Kyle West

The duties of the Student Council VPO, with respect to the Appropriations Process, are to provide oversight and leadership for the process and to serve as the spokesperson for the Appropriations Committee.

kyle.west@virginia.edu

(703) 789-2417

Appropriations Committee

The Co-Chairs and the members of the Appropriations Committee are human resources for CIOs, available to answer questions about budgets and expenses. The Co-Chairs can advise your group about how to present an expenditure report to the Committee, and explain what to expect during the process.

Co-Chairs:

Adrien Carré

Troy Kirwin

Jason Steckler

Cameron Thum

cio-appropriations@virginia.edu

The Student Activities Committee is charged by the Board of Visitors with advising all activities associated with the Student Activities Fee. The chairperson of the SAC serves as the contact for groups who are considering an appeal of their allocation beyond Student Council.

Requirements for Student Activity Fee (SAF) Funds

The SAF is a fee, half of which is collected each semester in addition to the tuition of all full-time students at the University of Virginia. The Appropriations Committee of Student Council allocates these monies pursuant to its own guidelines and those established by the Board of Visitors.

Funding Requirements

In order for a student organization to be funded by Student Council:

1. The organization must be a Student Council qualified CIO for the current academic year and must also renew its status for the academic year in which it will spend the allocated funds.
2. The Organization cannot duplicate the goals or services of another organization that is funded by the Student Activity Fee.
3. The organization cannot be in debt. (A CIO must not have any outstanding debts. A debt will be considered outstanding if it is unpaid more than 90 days past its due date)
4. The group must fall into one of the fundable categories as defined by the Board of Visitor's guidelines.

Eligible Funding Categories

The Board of Visitors has determined that activities in the following categories are eligible for SAF monies*:

1. Special Status Student Organizations charged by the Board of Visitors;
2. Co-curricular organizations that are not administered by the University departments or units;
3. Club Sports;
4. Student News, information, opinion, entertainment, or academic communications media groups;
5. Cultural organizations;
6. Fine arts organizations;
7. Madison House;
8. Hobby organizations;
9. Groups whose predominate purpose is to present speakers on topics of general interest to the University;
10. the Student Legal Services;
11. Political organizations; and
12. Religious organizations.

NOTE: The complete Board of Visitor's Guidelines may be found on its website, www.virginia.edu/bov. Definitions of selected funding categories may be found in the Appropriations Dictionary portion of this manual.

Restrictions on Funds

All allocations to students from SAF are subject to applicable restrictions as established by the Board of Visitors, the Student Activities Committee and Student Council

1. Food and food-related expenditures (i.e.: refreshments, plates, grills, napkins, room rentals for dining-focused events, etc)
2. Religious ceremonies
3. Social entertainment or related expenses (e.g. Group bonding activities, social occasions, etc.)
4. Philanthropic contributions and activities
5. Political activities, including political lobbying and electioneering
6. Activities which would jeopardize the University's tax exempt status
7. Fundraising activities (see point # 1 under Special Considerations below for more info)
8. Items that can be reserved through the Student Activities Center or Media Activities Center, including lawn tables audio visual: digital camera, LCD projector with Laptop, digital camcorder , chalk (see point #9 under Special Considerations below)
9. Meeting rooms and a library of leadership resource type material
10. Activities not occurring during the undergraduate academic year (i.e.: winter or summer break)
11. Mailings related to alumni and fundraising activities
12. Postage-related expenses (i.e. stamps, shipping & handling, etc. - except for approved purchases that are not available locally and must be included in budget submission)
13. Expenditures that could be sent over email
14. Room rentals off-Grounds- exceptions will only be made for groups who hold events not capable of being held on-Grounds
15. New computers (see point #9 under Special Considerations below)
16. Beta Bridge supplies
17. T-shirts & Uniforms (under MOST conditions, please see Special Considerations below)
18. Club Sports travel to competitions only funded for reasonable distances. The only exception is for national competitions that require the team "qualify or be invited" to participate.
19. Bank Charges (all SAF-funded groups are eligible for a business checking account through Bank of America, Wells Fargo, UVa Credit Union or Alumni Hall- contact ODOS Business Services for additional information)
20. Non-UVA telecommunications expenses
21. Arbitrary allowances for inflation (Documented price increases for an item may be considered for funding)
22. Awards for members
23. Parking-related expenses (including local parking tickets, passes, or fees)
24. Paid wages or salaries (see point #3 and #11 under Special Considerations below for more info)
25. Reimbursement for Student Activity Fair Table registration fees
26. Honoraria, gifts for speakers, or similar expenses (see point #10 under Special Considerations below for more info)
27. Funding for the same item, broken into separate funding rounds is not permissible.

Special Considerations

1. Outside fundraising and income-generation activities by CIOs are encouraged, but are prohibited if specifically performed using SAF funds.
2. In general and due to limited SAF money, all fundable expenditures must (1) show a demonstrated need for expenditure to occur, and (2) be for some activity that benefits the University community. *This is determined by the discretion of the Appropriation Committee and VPO.*
3. Umpire and referee fees are fundable; however, coaches are not fundable.
4. Costumes owned by the CIO that are kept in storage on-Grounds are fundable.
5. Uniforms owned, maintained, and kept by the group are fundable; individually kept attire is not fundable.
6. Darden tables
7. Funding buses versus requesting that group members drive
8. Equipment purchases over \$500 and the circumstances of its usage shall be subject to the discretion of the Appropriations Co-Chairs and VPO.
9. Equipment and technology purchases over \$500 with a project life span of over 1 year are acceptable and are subject to discretion of the Appropriations Co-Chairs and VPO. *Technology* may be defined as “web-related, computer-based, or audio visual goods and services that a CIO uses for its activities or purposes.
10. Equipment purchases
11. Contracted speaker fees are fundable but are at the discretion of the Appropriations Co-Chairs and VPO.

Other Budgeting Guidelines

1. Guest Speaker Expenses:
 - a. \$0.35 per mile travel by car
 - b. \$100 per night lodging (per room)
 - c. \$20 per day for food
2. Member Travel Expenses:
 - a. CIOs whose main function does not require travel are limited to one major travel request per semester (any request in travel over \$500). Expenses included for travel request include lodging, gas, airfare, and all expenses related to the event e.g. event registration.
 - b. In general, no more than four organization members should travel to the same event or conference supported by SAF except for the major travel request. Exceptions are possible for groups for which travel is essential to the function and purpose of the groups, such as competitive teams. *However, these groups will be reimbursed at a rate of four persons per vehicle and four persons per room.*
 - c. \$0.25 per mile travel by car or bus per four persons or car
 - d. Travel less than 100 miles is expected to be absorbed by the CIO and will not be funded.
 - e. \$75 per day per rental car mid-sized sedan, \$100 per day per rental car passenger van, when approved at discretion of the Appropriation Co-Chairs and VPO.
 - f. \$100 per night lodging (per room of four)
 - g. \$0 per day for food
 - h. Mileage to/from Washington, D.C. and Richmond shall be calculated as follows:
 - i. Washington D.C. - 250 miles round trip

- ii. Richmond - 150 miles round trip
- i. All airfare requests must be supported by an actual quote from the airline or travel agency. Boarding passes must be provided with reimbursement request. If airline, bus, or train tickets are purchased in advance, a reimbursement request should only be submitted to ODOS Business Services after the travel has occurred. The airfare most likely will not be fully funded by the SAF, subject to the following standards. In general, travel to the East Coast will only be funded up to \$200, travel to the Midwest only up to \$275, travel to the West Coast up to \$325

City of Origin	SAF Contribution
Chicago, IL	\$275
Dallas, TX	\$275
Denver, CO	\$275
New York, NY	\$200
Philadelphia, PA	\$200
Boston, MA	\$200
Los Angeles, CA	\$325

NOTE: Notwithstanding the previous standards, a request for airfare reimbursement will be subject as all line-item requests and thus may or may not be funded at all.

3. Office Supplies:

Envelopes (box of 100) - \$1.00	Scissors 8" - \$3.00
Glue (7 5/8 oz) - \$1.00	Expo Markers - \$4.00
Hole Punch - \$1.00	Stapler (1) - \$6.00
Paper Clips (box of 200) - \$0.90	Staples (5000) - \$1.20
Pencils (20) - \$1.80	Scotch Tape (1) - \$1.00
Pens (10) - \$1.00	Tape Dispenser (1) - \$2.00
Post-It Notes (pkg of 6) - \$4.00	Whiteout (2) - \$1.50
Rubber bands (1 bag) - \$0.60	Trifold-Board (1) - \$8.00
Masking Tape \$3.00	

4. Publicity & Advertising Expenses:

- a. The maximum cost for publicizing & advertising that will be funded per semester is \$24. Each event can also be funded with a maximum of \$24. Please consider the following:
 - i. Flyers—up to 200 per event—copied in the SAC
 - ii. Publicity & Advertising includes handouts (sunglasses, notepads, pens, etc.).
 - iii. Cav Daily offers CIO's a discount \$10 ad (Posted Online & Print)
- b. Every CIO will receive a printing quota of \$1.00 for printing in the SAC. If your organization needs additional copying done in the SAC, please use the following prices:
 - i. Black & White Copying - \$0.02
 - ii. Color Copying - \$0.12 (color copies will only be granted on a limited basis, and there must be a compelling reasons that color copies are needed)
- c. Color paper will be funded at \$10 per ream

Submitting a Budget

All requests for Student Council funding must go submitted in budget form on <http://www.atuva.net>. Need help submitting a budget? Contact the Appropriations Co-Chairs at cio-appropriations@virginia.edu, if so.

When can you apply for funding?

A CIO can submit a budget during either a Semi-Annual Round or a Rolling Round. Eight Rolling Rounds and two Semi-Annual Rounds occur each year, giving your CIO multiple opportunities to seek funding throughout the academic year. Each of these two types of rounds comes with different benefits and stipulations in how allocated can be accessed and how often a CIO can apply for funding. The Appropriations calendar can be found on page 12.

Rolling Rounds

Three Rolling Rounds are held every semester. Hearings are usually held on Wednesday evenings with budgets being submitted earlier that day.

Semi-Annual Rounds

Semi-Annual Rounds occur only once a semester Fall Semi-Annual occurs at the beginning of the fall semester and Spring Semi-Annual takes places before winter break. For instance, a CIO would submit a budget in Fall 2014 to qualify for funding throughout the Spring 2015 academic semester.

Which type of round is best for your CIO?

Rolling Rounds

- Designed for CIOs programmatic in nature that may not plan far enough ahead for semi-annual budgeting.
- CIOs only have to apply for the rounds in which they need money. Groups may apply during as many rolling rounds in a given semester as they like.
- These CIOs do not qualify for contingency funding for unpredicted expenses. However, these CIOs are eligible to re-allocate any un-used allocated funds up to the full cost of these unpredicted expenses.
- Groups have 60 days from the date of the email of their allocation to request payment reimbursement from ODOS Business Services. If a Rolling Round's reimbursement deadline is less than 60 days from the date of the allocation email, the payment/reimbursement requests must be submitted by the established deadline for that particular Rolling Round.

Semi-Annual Rounds

- Designed for CIOs with predictable expenses for an entire semester. Often used by older CIOs or CIOs competitive in nature (i.e. club sports teams, mock trial teams, etc.)
- Groups that apply for semi-annualized funding forfeit their right to request money during Rolling Rounds.

- CIOs are eligible for contingency funding for emergency/ unpredictable expenses. This only allowed on a rare basis and is subject to the discretion of the Appropriations Co-Chairs. This applied for in conjunction with a Rolling Round. Groups must email the VPO prior to submitting a contingency budget in order to determine the validity of this emergency request.
- Groups have 60 days from the date of the invoice/cash receipt to turn in requests for payment and/or reimbursement from ODOS Business Services. If there are less than 50 days remaining before the Semi-Annual deadline, the payment/reimbursement must be submitted by the established deadline found on the Appropriations Calendar.

Reallocation of Budgeted Lines

If an emergency or unpredictable expense is not originally budgeted for, groups can complete a reallocation request through the provided Google document.

- The Re-allocation form allows a CIO to re-allocate any unused funds for originally budgeted items up to the full cost of the emergency expense, or as much money is available in the group's final allocation.
- For example: a Club Sports team submits a budget for an upcoming tournament during a particular rolling round. While at the tournament, an emergency occurs: a registration fee that was not in the team's original budget. After the tournament, the team's treasurer notices that the team saved money on a few items that were originally approved and budgeted for. The treasurer can fill out a re-allocation form to re-allocate any unused funds from the group's **final allocation** towards the cost of the emergency registration fee.
- NOTE: **all Re-allocation forms approved by the VPO.** All re-allocations are subject to the VPO's discretion. No SAF-restricted emergency expenditures will be funded.
- The Re-allocation form may not apply to all budgeting circumstances. Please contact ODOS Business Services or the VPO for more information.
- FUNDS **CAN NOT** BE REALLOCATED FROM ONE ROUND TO ANOTHER.

Hearings, Deliberations, Allocations & Appeals

There are multiple parts to the process after a budget is submitted online.

Hearings

After the budgets have been submitted, the Appropriations Committee schedules hearings. Each hearing will be approximately ten to fifteen minutes in length, and will be administered by a panel of 1 to 2 Appropriations committee members.

During the hearing, the group's officers will have an opportunity to explain anything that may be unclear in the budget and to stress expenditures that are especially important to the group. At the Committee's discretion, an organization may be called for additional hearings.

Deliberations

Once all the hearings are completed, the VPO and Appropriations Co-Chairs begin deliberating to determine an allocation for each group. The VPO and Appropriations Co-Chairs do have discretion in postponing deliberation of any budget without notice to the group.

Allocations

Each group will be emailed its final allocation at beginning of the week following hearings.

NOTE: Groups may not always receive 100% of the requested funding due to limited SAF money. Allocation percentage is affected by the number total monetary amount of requests for that round. For instance, if Rolling Round 1 received \$50,000 in approvable requests and Rolling Round 2 only received \$25,000, Rolling Round 2 will have a higher average of overall allocation percentage.

Appeals

If a group is not satisfied with its allocation, it may first appeal to Student Council and then to the Student Activities Committee (SAC). In order to appeal to Student Council, the group must submit an email to **the VPO and the Appropriations Co-Chairs at cio-appropriations@virginia.edu within two weeks of budget approval. Included in the appeal are the exact line items that the group would like to appeal. The appeal will take deliberation from the Appropriations Co-Chairs, the party, and the VPO. After deliberations have completed, and the party is still unhappy with the verdict, the party can petition the Student Council body.**

Discussion both at Student Council and at any later appeals must be limited to these items only. NO corrections, non-line items, or new information may be presented at this time. This is not an opportunity to rectify any mistakes or oversight made with original budget.

The group must then submit a typed rational detailing why the group feels the Appropriations Committee's decision was incorrect, and indicating what they feel the correct amount should be. Depending on the number of groups appealing, deliberations and hearings may be held on separate nights.

The procedure for appeals shall be as follows: The group will have five minutes to explain its rationale, following which a member of the Appropriations Committee will have five minutes to explain the Committee's decision. There will be fifteen minutes to make any concluding statements, followed by a two minute summation from the Appropriations Committee. Student Council will reach an allocation decision on the items in question by a majority vote after unlimited discussion.

If a group is still not satisfied that it received a fair hearing, it can appeal to the Student Activities Committee subject to deadlines set down by that body. Normally, the SAC will not accept an appeal based on the amount of the allocation. The SAC is the final avenue of appeal.

Part 3: Accessing Allocated Funding

Once the Student Council Appropriations Committee has emailed the group its final allocation, obtaining a reimbursement for approved expenditures is a group's final step in the Appropriations process.

ODOS Business Services serves the vital role of reimbursing CIOs' approved expenditures with the SAF funds that have been allocated to them. In addition to handling the accounting for all money associated with the Student Activities Fee, ODOS Business Services is also a valuable resource for all CIOs that receive SAF Appropriations. The office offers financial advisement and services in the areas of budgeting, payment processing, account reconciliation, and account tracking. ODOS Business Services is located on the fourth floor of Newcomb Hall. Office hours are Monday-Friday from 8 AM to 5 PM (excluding holidays). A staff member can be reached by phone at 434-924-0867 or via email at safbusiness@virginia.edu.

Self-Generated Funds vs. SAF Appropriations

At the onset, the distinction should be made between money allocated to the organization from the Student Activities Fund and money that the organization earns or collects on its own. ODOS Business Services manages the money associated with the Student Activities Fee allocations. **The use of Student Activities Fee allocations is restricted to specifically approved purposes.** The self-generated funds that the organization collects (i.e.: membership dues) are held by the organization and may be deposited in a bank account in the name of the organization. These funds are unrestricted and may be spent as the group sees fit. If the CIO makes expenditure against SAF funds, the organization may request reimbursement and/or direct payment to the vendor from its Student Activities allocation [as long as the expense is approved in the budget]. Allocations must be spent in accordance with the organization's budget as approved by the Appropriations Committee. **[Special Note:** Any unbudgeted expenditure must be approved by the Student Council Vice President for Organizations.] It is expected that all budgeted items are necessary and vital to the purpose of the organization. Organizations are encouraged to check with ODOS Business Services before purchasing any items that may be out of the ordinary or of a questionable nature.

General Policies & Procedures

The first step that an organization must take each academic year in order to gain access to allocated funds is to seek or renew CIO status from Student Council. This step verifies the existence and functioning of the organization. Secondly, the organization must verify that the president and treasurer's name and contact information are recorded within the @UVA system (www.atuva.net). **The individual referenced as treasurer will be the only person authorized to sign Purchase Request Forms.**

Important: Funds/Allocations not spent within the 60 day allocation timeline will automatically revert back to the SAF and are consequently forfeited by the organization. Student Activities Fees are paid by regular full-time students during the nine-month academic session; therefore, accounts are closed during the summer months. No summer expenditures can be paid out of activities fees, but some limited expenditures made in preparation for the fall semester may be honored if approved by the Student Council Appropriations Committee. Spring semester officially ends with the last day of undergraduate exams. Expenditures made after the last day of undergraduate classes (for each semester) will not be honored. All expenditures must be appropriate and justified with supporting and

original documentation. The treasurer must read the SAF Guidelines and sign the signature authorization form located in ODOS Business Services.

Timetable for Submitting Reimbursements/Payments

Rolling Rounds: Groups have 60 days from the date of the email notification of their allocation to request payment reimbursement from ODOS Business Services. If a Rolling Round has less than 60 days, the payment/reimbursement requests must be submitted by the established deadline for that particular Rolling Round.

Semi-Annual Rounds: Groups have 60 days from the date of the invoice/cash receipt to turn in requests for payment and/or reimbursement to ODOS Business Services.

CIOs may not be reimbursed for expenditures incurred prior to the date of the email notification. (DO NOT SPEND MONEY BEFORE YOU HAVE RECEIVED YOUR EMAIL ALLOCATION NOTIFICATION!)

The Purchase Request Form

Only the organization's treasurer, or the individual designated by the organization to act as treasurer, should submit purchase requests with the Student Activities allocation. The procedure for requesting payments from the allocation is as follows:

- (1) **The treasurer completes a Purchase Request Form.** The Purchase Request can be found on www.atuva.net. The Purchase Request Form along with **original** supporting documentation (receipts, bills, invoices, etc. from the vendor) is submitted to ODOS Business Services for payment. Please note that purchase request forms and supporting documentation will not be returned to the CIO. It is the responsibility of the CIO to make copies of the completed forms for its own records.

Each expenditure must be supported by objective, verifiable documentation that the goods and/or services were received by the organization as stated on the Purchase Request Form. ODOS Business Services can only accept original documentation. Requests for payment and/or reimbursement (including appropriate supporting documentation) must be submitted within 60 days of the e-mail notification of your allocation for the rolling rounds. For semi-annual rounds, requests for payment and/or reimbursement must be submitted within 60 days of the invoice/cash receipt date. For expenses paid at the time the product is purchased (over-the-counter, i.e. hotel, supplies, etc), the receipt date will serve as the "invoice date." Funds will not be released to any organization that does not provide sufficient documentation of expense. State regulations prohibit photocopies where state (or public) funds are involved. The Purchase Request Form is incomplete without such documentation. Please reference the Travel section for policies and procedures related to Travel Expenditures.

Student organizations and/or individual members of organizations SHOULD NOT pay for service-related expenditures (ie: advertising, printing, telephone, speakers, entertainers, etc). Please see Vendor section for additional information.

- (2) **The approved Purchase Request Form and supporting documentation are then either mailed or carried to ODOS Business Services for processing.** If the Purchase Request Form and supporting documentation provide evidence that the expenditure is in accordance with the budget authorized by Student Council, and does not violate the aforementioned Board of Visitors' restrictions, ODOS Business Services will then process the reimbursement or payment request. If the payment is to be made directly to the vendor, a check will be mailed to the address supplied by the vendor unless a request to hold the check is made. If the request is for a CIO reimbursement, a direct deposit of the reimbursable amount is made into the organization's registered checking account. If the organization is not registered for direct deposit, the treasurer or president of the organization will be contacted via email once the check is available for pickup at ODOS Business Services. Checks to organizations cannot be sent via messenger mail or the U.S. Postal Service. If an organization chooses not to hand deliver their documents, it is their responsibility for ensuring it has been received by Business Services.

Prepayment: if there is a need to prepay a vendor for goods and/or services, the organization's treasurer must contact ODOS Business Services 30 days in advance to make the necessary accommodations.

Purchase Request Forms denied for payment by ODOS Business Services will be discussed with the organization's treasurer or president. If an agreement cannot be reached, an appeal for payment may be made to Student Council with the right to final appeal to the Student Activities Committee. ****Please allow 7-10 Business days for the processing of Purchase Request Forms. Checks to vendors may take longer to process. [Please see Vendor Section for additional information].** In cases of emergencies, ODOS Business Services may be contacted for assistance.

Travel

Reimbursement and/or payment for travel-related expenditures follow the same process as outlined in the General Policies and Procedures Section of this manual with a few additional requirements. Please reference "Other Budgeting Guidelines" on page 7 for additional travel-related guidelines and cost caps. These requirements only apply to the following travel related reimbursable expenditures: lodging, public transportation (airline, bus, and train), vehicle (personal and rental), taxi, tolls, parking, conference registration, etc. Additional policies associated with travel are as follows:

- Requests for payment and/or reimbursement must be submitted within 60 days of the travel and/or event date, whichever is the latest. Travel requests require one or more of the following items, which will be used to verify the occurrence of the actual event for which funding was approved: conference brochure, tournament results, coach or Advisor confirmation of event occurrence, etc.)
- **Lodging:** The original, itemized receipt(s) provided by the hotel at checkout is required for reimbursement requests. ****NO OTHER RECEIPT OR INVOICE WILL BE ACCEPTED!****
- **Public Transportation:** Original boarding passes and itinerary must be submitted as supportive documentation when public transportation is utilized. ****INTERNET and EMAIL CONFIRMATIONS ARE NOT RECEIPTS!****
- **Vehicle - Personal Vehicle:** A MapQuest or Google Maps printout is required for each mileage reimbursement request, except for travel to Richmond and Washington, DC. In addition, the Mileage Reimbursement Form must be completed and attached to the Purchase Request Form as supporting documentation.

- **Vehicle - Rental Vehicle:** A reimbursement will only be made for the cost of the rental (excluding insurance and other fees) and gasoline expenditures.

Guest Speakers: A guest speaker is defined as an individual who gives a lecture, presentation, or speech, on a particular subject matter to UVA staff, student, and community members. UVA faculty, UVA students, performers, dancers, musicians, artists, etc., are not considered as guest speakers. A guest speaker can be reimbursed for food, lodging and vehicle expenditures. Student Council must approve all travel expenditures prior to the incurrence of the expense. The allowances are as follows: \$20 for meals per day (itemized receipt required); \$100 for lodging per day (itemized receipt required); and \$0.50 per mile (mileage reimbursement amount for personal vehicle). The guest speaker must complete the Mileage Reimbursement Form when travel is made by personal vehicle. No vehicle repairs or maintenance will be paid by SAF. Any additional travel of the guest speaker will not be honored by SAF. These expenditures are limited to the guest speaker only. Gifts or similar fees are prohibited.

Member Travel: CIO members can be reimbursed for lodging, public transportation and vehicle expenditures. **Food expenditures are not reimbursable!** All travel must be official business of the organization. Local travel (100 miles round-trip or less) is expected to be absorbed by the organization and cannot be reimbursed by SAF. The allowances are as follows: \$100 for lodging per day (itemized receipt required); and \$0.25 per mile (mileage reimbursement for personal vehicle). No vehicle repairs or maintenance will be paid by SAF.

Vendors

A vendor is defined as an individual (i.e. guest speaker), company, or firm that provides goods and/or services to your organization.

Student organizations and/or individual members of organizations **SHOULD NOT** pay for service-related expenditures (i.e. advertising, printing, telephone, speakers, entertainers, etc). The IRS requires the University to annually report payments for services performed by vendors. A service is defined as “work done for others as an occupation or business.” An example of a service would be submitting a print job to Kinko’s for processing. However, printing the job (yourself) at Kinko’s is not considered a service. This type of expense should be paid directly from the organization’s appropriation. Feel free to contact ODOS Business Services to determine how best to work with your choice of service vendor.

Before a direct payment can be made, the vendor must be registered in the University’s financial system. The registration process provides the necessary tax identification, address, vendor name, and contact information for reporting to the IRS. No payment can be made to a vendor without the completion of this important step. If you are interested in determining whether your preferred vendor is already registered in the financial system, you may contact ODOS Business Services via email at safbusiness@virginia.edu or by phone at 924-0867.

Contracts

Obligations incurred by student organizations are solely to the individual contractor; neither Student Council nor the University assumes liability. A clause to this effect is required in every contract entered into by a student group. This requirement serves to put merchants on notice that the University does not guarantee the contract.

Appropriations Dictionary

Following are policies that apply to several areas of concern or confusion that student organizations' treasurers have experienced in the past:

APPEAL – Any CIO that would like to appeal its allocation as determined by the Appropriations Committee may do so. The first level of appeal is to the Student Council representative body. The second and final level of appeal is the Student Activities Committee.

ADVERTISING – Any advertising done via mass media for the organization or organization function, such as the costs of newspaper ads, etc. Also included in this category are the total expenses incurred in printing posters or flyers advertising organization events. This does not extend to cups, frisbees, key chains or any other promotional items unless approved in advance by the VPO or the Business Services Manager. Painting of Beta Bridge is not a fundable means of advertising.

AWARDS – No personal trophies or award costs will be honored by SAF. Trophies will be allowed only if they are to be on display in a public facility (i.e. Memorial Gym, I.M. Bldg. etc.). Gifts are also prohibited.

BANK FEES – Monthly bank service charges are not fundable since all CIO's are eligible to receive a free checking account from Bank of America and Wachovia Bank.

BANK FEE WAIVER – Bank Fee Waiver forms are available at ODOS Business Services, Newcomb Hall, Room 444.

CO-CURRICULAR ORGANIZATION – A CIO that provides opportunities outside the classroom setting for student to apply classroom theory and/or to acquire knowledge, experience and/or skills.

CULTURAL ACTIVITY - An activity which promotes understanding, identify and/or the celebration of the heritage of a specific racial, ethnic, or affinity group. Although the heritage of a racial, ethnic or affinity group may be closely intertwined with the group's religious tradition, this definition is not intended to make eligible for funding religious activities which primarily promote or manifest a particular belief or beliefs in or about a deity or an ultimate reality.

CULTURAL ORGANIZATION – A CIO that is primarily concerned with studying, promoting, and/or expressing racial, ethnic, or affinity group traditions, social forms, art, and/or tastes.

EQUIPMENT – (long lived) – Equipment purchases involving SAF are intended for the long-term benefit of the organization. The SAF is not for the personal benefit of the organization's officers or for the other improper uses.

EQUIPMENT MAINTENANCE AND REPAIR – The cost of maintaining and repairing any equipment, whether it is of a long-lived or of a short-lived functional nature.

EXTENUATING CIRCUMSTANCE – An unforeseen expense that is essential to the continued operation of a CIO, if approved by Student Council Appropriation Committee.

FUNDRAISING – The organized activity of raising funds. Fundraising expenses are expected to be paid from the proceeds of the particular event. These expenses include film rental, facility rental, advertising, printing and copying, and any other expenses related to fundraising.

FUNDABLE EXPENSES – These are any expenses that are eligible to be funded by SAF money. Almost all expenses are fundable. Some exceptions are any expenses related to political, religious, social, or fundraising activities.

GUEST SPEAKER – FUNDABLE EXPENSES – These are any expenses that are eligible to be funded by SAF money. Almost all expenses are fundable. Some exceptions are any expenses related to political, social, or fundraising activities.

HOBBY ORGANIZATION – A CIO that primarily pursues an activity for relaxation, recreation, or entertainment.

HONORARIUM – A payment for services on which custom or propriety forbids a price to be set. Examples include honoraria for speakers.

INELIGIBLE – A CIO is declared ineligible to enter the Appropriations process if it did not have a designated representative at either of the mandatory meetings (the one at the beginning and the end), if the representative did not check in with the group's Appropriations Committee member following the meeting, if the budget is turned in untyped, if the budget is turned in without an Appropriations Committee member's signature, if the budget is turned in after the prescribed deadline, or if the group fails to present the budget at its scheduled hearings.

LATE CHARGES/FEES – Only in cases where late payment is incurred because of the day in releasing the SAF at the beginning of each semester, or over the Christmas break, will such payments be allowed. Likewise, fines incurred by members while on organizational business will not be paid by SAF.

LONG-LIVED EQUIPMENT – Long-lived equipment purchased with SAF prior to July 1987 is considered the property of the SAF. Equipment purchased after July 1, 1987 is the property of the organization. If more than \$500 in SF funds is used to purchase a piece of equipment the SAC will retain a security interest in such equipment. The proceeds from the sale of any equipment with a security interest attached to it are the property of the SAC. The officers of the organization purchasing the equipment are responsible for its maintenance, protection, and proper usage. Should an organization no longer have need or use for equipment with a remaining useful life and market value, it is the responsibility of the current officers of that organization to dispose of the equipment at fair market value and for the treasurer to return the proceeds to the SAF. See the Newcomb Hall Business Services Office for more details.

NONFUNDABLE – The most common reason for declaring a group nonfundable are failure to qualify is one of the eleven categories of student groups determined to be eligible to receive SAF or if the groups is judged to be fiscally irresponsible. NOTE: Being defunded is different from a \$0 allocation. In declaring a group nonfundable, the Appropriations Committee declares that the group does not meet guidelines or standards, regardless of need. In awarding a \$0 allocation, the Committee recognizes that group is eligible for funds, but has determined that the group is self-sufficient. Since non-fundable expenses directly impact the total need of an organization, the Appropriations Committee has the right to adjust these items in order to increase that organization's level of self sufficiency. These expenses include, but are not limited to, social expenses, fundraising expenses, and honoraria.

PHILANTHROPIC – Dispensing or receiving aid from funds set aside for humanitarian purpose (e.g. a foundation).

POLITICAL ACTIVITY – An activity related to: (1) lobbying the principal purpose of which is to influence the passage or defeat of specific legislation, and/or (2) electioneering which encompasses participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office. These restrictions on funding political activities are not intended to preclude funding of any otherwise eligible student organization which: (1) advocates, as an incidental or insubstantial part of its activities, the adoption or rejection of legislation; (2) engages in nonpartisan analysis,

study, or research, and makes the results available to the public, or (3) espouses particular positions or ideological viewpoints, including those that may be unpopular or are not generally accepted, or that may coincidentally be prominently held by particular political parties or political candidates.

POLITICAL ORGANIZATION – An organization primarily devoted to political discussion or debate and the organization of meetings to further such interests, and which in advancing such general social and educational interests through its membership does not use SAF funding for political activity as defined herein.

RELIGIOUS ACTIVITY – The organized worship of a deity, divine power, or supernatural entity, whether or not such activity is consistent with the precepts of an organized denomination. No student news, information, opinion, entertainment or academic communications media group shall be considered to be engaging in religious activity merely because it expresses ideas or viewpoints that are religious in nature. Resolved, the SAF funding guidelines be amended to include the following language: Notwithstanding any other provision of these SAF funding guidelines, no student news, information, opinion, entertainment or academic communications media group shall be deemed ineligible for funding on the grounds that the ideas or viewpoints expressed or advocated by such group are religious in nature or because such group primarily promotes or manifests a particular belief(s) in or about a deity or an ultimate reality.

RELIGIOUS ORGANIZATION – An organization primarily devoted to religious discussion or debate and the organization of meetings to further such interests, and which in advancing such general social and educational interests in a secular context through its membership does not use SAF funding for religious activity as defined herein.

RESTRICTED FUNDS – SAF cannot be used to reimburse organizations for expenses made from other restricted funds. For example, if an organization receives a grant or contribution from non-SAF sources that have its use restricted to paying for printing a booklet or brochure, the organization should not request reimbursement from the Student Activities allocation for these expenses.

SAF – The Student Activities Fund. This is the pool from which student groups receive allocations. The SAF is drawn from the Student Activities Fee assessed to all full-time fee paying University students each semester. (It should be noted that SAF is also used to abbreviate Student Activities Fee. It is generally acceptable to use the terms interchangeably.)

SALARIES – Fixed compensation paid regularly for services. Organizations may not use the SAF to pay the salaries of members or non-members to perform their duties within the organization. Payment of wages to non-students is permissible, if seen as necessary and vital to the functioning of the organization.

SALES TAX – Student organizations are not exempt from paying sales tax on purchases.

SOCIAL RELATED EXPENSES – Since the Board of Visitors specifically prohibit the use of SAF for social entertainment; it is further prohibited to use SAF for any related expenses as well. For example, the printing of invitations to a social gathering does not qualify for reimbursement.

TAX-EXEMPT – Exempted from a tax; bearing interest that is free from federal or state income tax.

WAGE – A payment, usually of money, for labor or services, according to a contract or an hourly, daily or piecework basis. These cannot be paid for with SAF funds with the exception being referees and umpires.