**Useful Information:**

-Our Group Alias: turfeffect

-Our Project Code: GP123

-Website for GUS: <http://www.bren.ucsb.ucsb.edu/services/accounting.htm>

-Our login information for GUS: login with our Bren e-mail account. Our temporary password is TurfEffect1234

-Our Copy Machine Code: We will be assigned one after new copiers are installed at Bren.

-Phone Authorization Code: 30999

**Important guidelines for group members to follow:**

**-**Routinely check GUS. GUS is a website to track our purchases and the amount of money in our account GUS is similar to a bank account, but it is a shadow system and we can’t make changes. The Financial Team will make changes to our account for us.

-Can’t use money for food for our group, fellow students, and staff. Can only use money for food (at a restaurant, coffee, bagels, etc. NO alcohol) if it is for our external advisors or GP clients.

-Printing budget ($200) is not for printing final posters or briefs. It is to be used for the Bren Hall printers. If you need to print a large volume of readings for our GP, I will transfer money into your accounts so you can do so.

-I can make copies for our group using the machines in the student mail room or student commons. Ask me if you need to copy something and I will type in the copy machine code.

-In order to make a phone call, we will need to input our phone authorization code. If we want to reserve speaker phones/ensure we are in a meeting room that make calls to an outside phone line, we will have to email [scheduling@bren.ucsb.edu](mailto:scheduling@bren.ucsb.edu).

-If our client or external advisor is visiting and they will need a parking pass, contact me more than 48 hours before their arrival so I can obtain one. I will need to know who it is that is coming, the date and time of their arrival, and the location of the meeting (building and room number).

-The are two options for purchasing:

1. Tell me what you want to purchase and I will send a request to the Purchasing Coordinator who will place a purchase order (preferred method).

2. Purchase it yourself, but you MUST provide me with the following items in order to get reimbursed.

a) Original receipt (must have an itemized list of what was purchased, the date, and the vendor written on it)

b) Your name on the receipt \*make sure this is correct

c) Your signature on the receipt \*make sure this is correct

d) Screenshot of bank account statement with charge shown if purchase the item online

-For travel reimbursements, we need to submit the necessary documentation (see above) no later than 30 days after we completed our trip.

-They do not recommend asking our client for additional funding for travel or journal article submission, etc. if it was not initially agree upon in the Group Project proposal.

-If we are going to hire someone to do something for us (ex. make a map for us), we must contact someone from the Financial & Operations team first.

-Remember, do not accept money/grants/gifts/contracts and do not fundraise.

(For more information, please refer to the Group Project Guidelines document in our Dropbox folder).

**Things to ask group:**

-Are we going to be inviting our client or external advisors to campus?

-Are we thinking about hiring anyone?

-How do we want to divide up the money for printing?

**Questions:**

-When purchasing things through the Purchase Coordinator, how does the item get paid for/how is the item obtained? Send the Purchase Coordinator the link to what you want to buy and they can buy it in advance.

-How transfer money into group members accounts for printing? The Financial & Operations team will email us and ask group members of how want to split up the money for printing. We won’t actually see the money, but it is there. What we don’t use in one quarter, will roll over to the next quarter.

- How will our group be charged for the calls? If dial to a toll free number or they dial in, there will be no charge. If we dial out, there is a charge of $0.05 a min. Also, the conference call system is called Ready Talk. If want multiple people to call in using Ready Talk, it is $0.05 a min per line calling in.

-Project specific question: Let’s say my faculty advisor and client believe that traveling to our client in Mexico is necessary for our project. Assume we have estimated the costs and we have an email correspondence from the NGO director (our client) that they are able and willing to pay that estimated cost. Can the client still fund that trip if that trip has not stated in the initial group project proposal? The Financial & Operations Team don’t recommend asking clients for money! They say to talk to their Development Team (don’t have right now) or talk to Dave Parker. However, if the client wants to pay for travel, they can. They can directly pay for travel if want to.

-When constructing our budget, do we need to provide proofs of how we estimated the costs? What is the cost of posters and briefs? No proofs of estimated costs. Poster and briefs usually cost about $500.

-Project specific question: Our client wants us to submit an article to a journal before the completion of the project. We believe that the client will pay for the submission fee, but we are not sure yet. Should we include this in our budget? Yes, include the cost in the budget.

-Project specific question: My group members mentioned that there is a possibility that our client may travel to LA and we want to rent a car to drive down to meet our client in LA. Should I include this in the budget even though it is uncertain? If we do it, what could be reimbursed (rental car, hotel, etc.?)? What proof of cost estimates/documentation would we need? Yes, we should include it in the budget. Yes, we can get reimbursed. We can book a UCSB vehicle or a rental car. To get reimbursed, we will need the receipt for rental car. If book a UCSB car, email traveling@bren (will have no upfront cost if we do that). If we have our own car and use it, they will reimburse us $0.54/mile for the mileage traveled or the cost of gas (usually mileage is a better deal).

Sample budget (will revise it more later):

|  |  |
| --- | --- |
| Conference Calls | $30 |
| Project Briefs | $200 |
| Review Meeting Refreshments | $50 (ask group about) |
| Software | $0 |
| Presentation expenses | $50 |
| Final poster production and lamination | $240 |
| Conference attendance | $360 (get a better estimate) |
| Administrative supplies | $20 |
| Business cards | $60 |
| Travel / Site visits | $190 (get a better estimate) |
| TOTAL | $ |
|  |  |
| Printing\* | $200 |

\* Printing budget is fixed at $200 to an individual in the Group Project.