Executive Senate
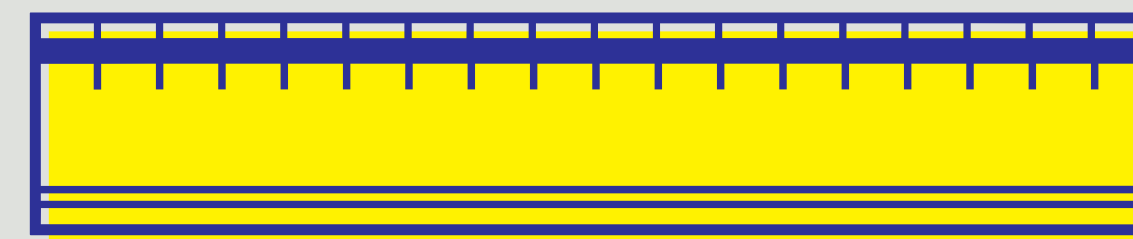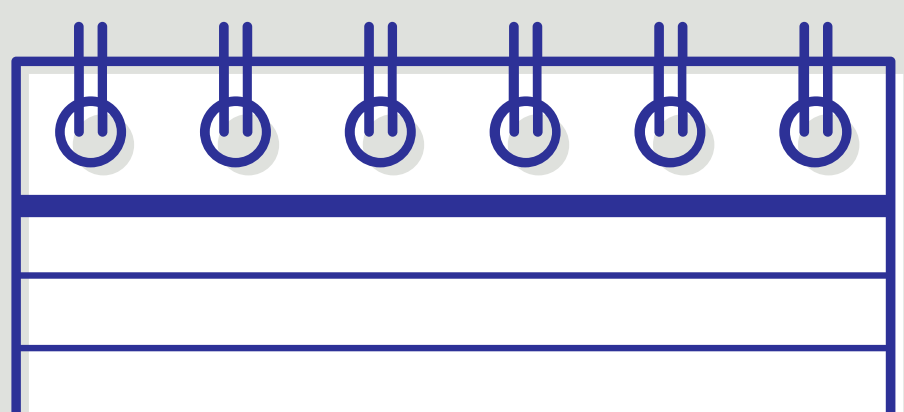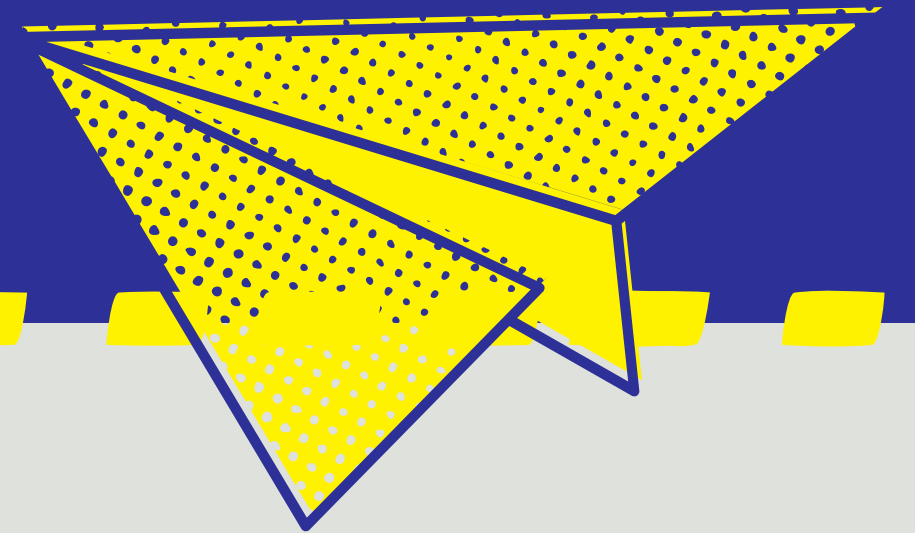# 2024-2025

California State University Fullerton

ASI

24

25

Introductions

Rebecca Hesgard
Director of Student Government
rmhesgard2@fullerton.edu

Shawna Green
Student Government Office Coordinator
lasgreen@fullerton.edu

Ingrid Nicole Mata
Student Government Coordinator
ingmata@fullerton.edu

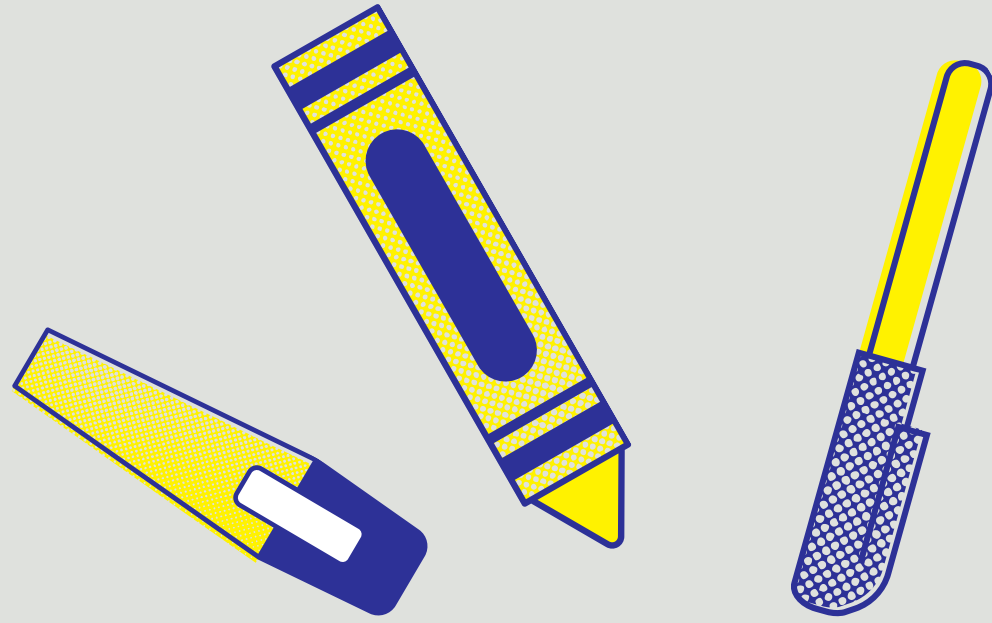**Suzette Morales**
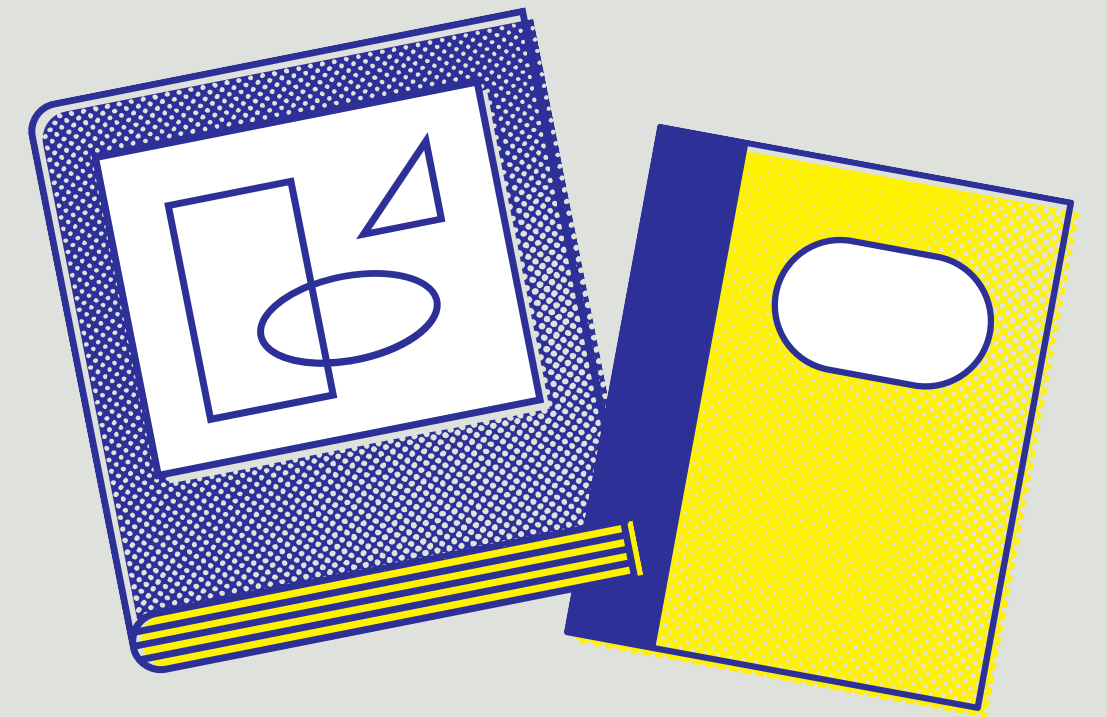**ASI Vice President**
asvicepresident@fulleton.edu

Jordan Hernandez
Graduate Assistant
zz-jorhernandez@fullerton.edu

Samantha Ngo
ASI Board Treasurer
asboardtreasurer@fullerton.edu

Contents

01
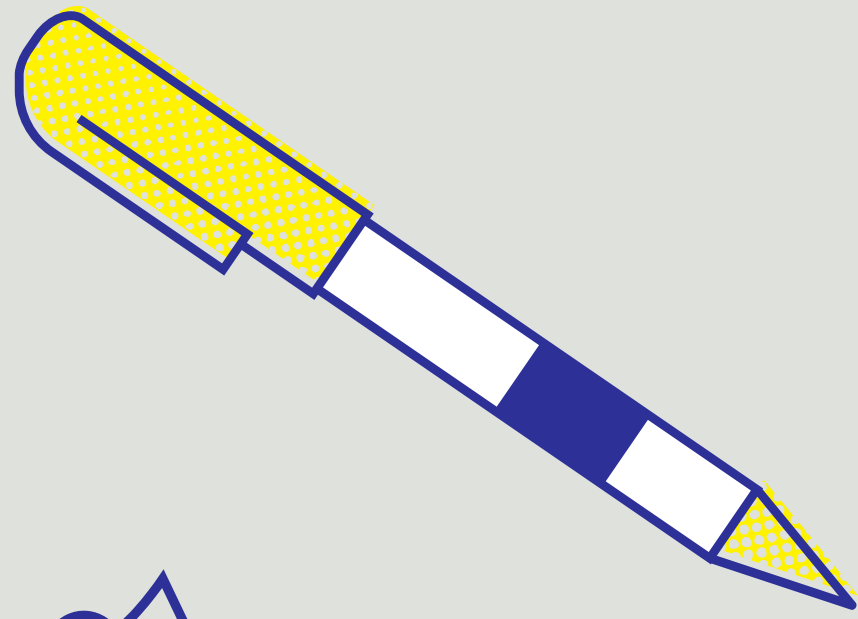
Council Basics
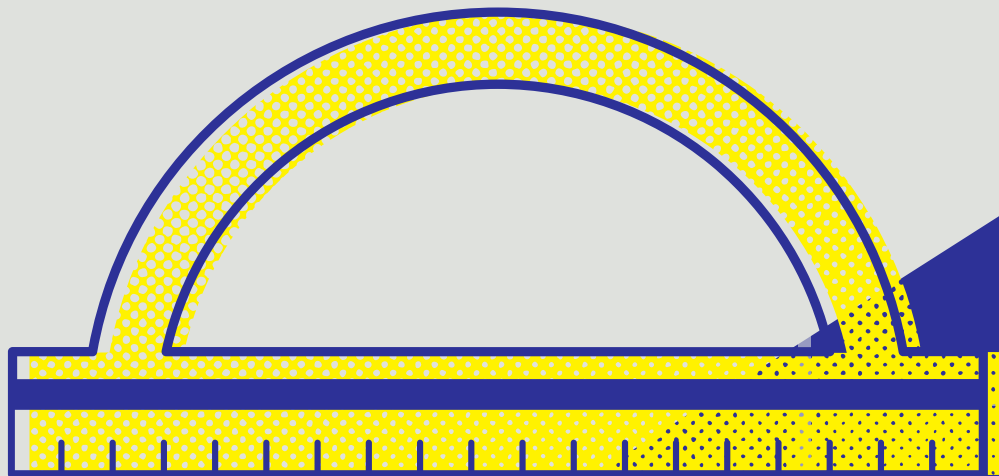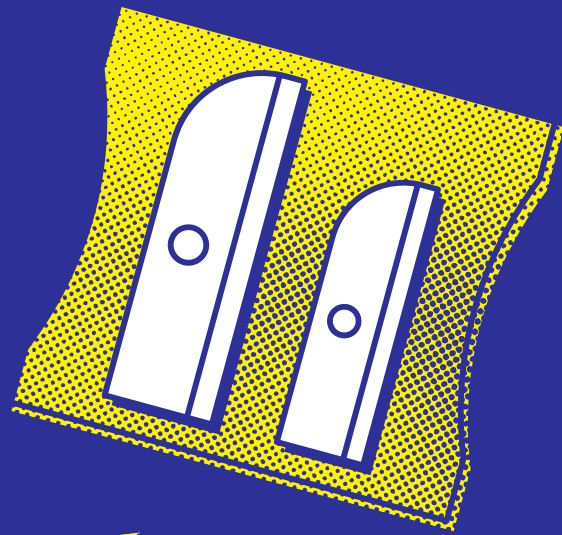
Funded vs. Funding Councils
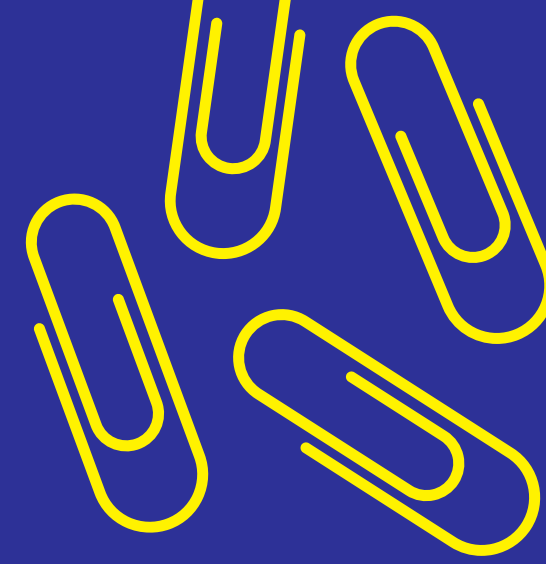
Funded (-)

A recognized student organization that has been granted a budget allocation to use, **but not allocate** to other member organizations.

Resident Student Association and Fraternity Sorority Life Councils

Funding (+)

A recognized student organization that has been granted a budget allocation to both use **and allocate** to other member student organizations.

Academic, Multicultural, and Special Interest Councils

Line Item	A sub-section of a budget allocation designated for a specific use or type of expense. Transfers between line-items can occur after January 1.
Agency Account	A financial services account used by a recognized student organization to manage funds. These accounts are managed by a club, independent of council funding.
Contingency	A funding source intended to support unexpected or supplemental needs, including new and innovative proposals.
Retroactive Funding	Funding that is requested for an event/travel AFTER the event/travel has taken place.

More Definitions

Council Roles & Duties

FINANCIAL OFFICER: Responsible for managing allocation of the council budget, including leading the effort of submitting check requests to ASI that are accurate, timely, and in alignment with ASI policy

DIRECTOR OF ADMINISTRATION: Responsible for submitting all agendas and minutes to ASI within 2 weeks of the council meeting taking place

COUNCIL ADVISOR: Support for *all* questions, including financial, event planning, council bylaw interpretation, and leadership concerns

ASI ADVISOR: Support for *funding and financial* questions related to your council, including clarification on "gray area" ASI policy funding concerns

Timeline: Financial Awards Process
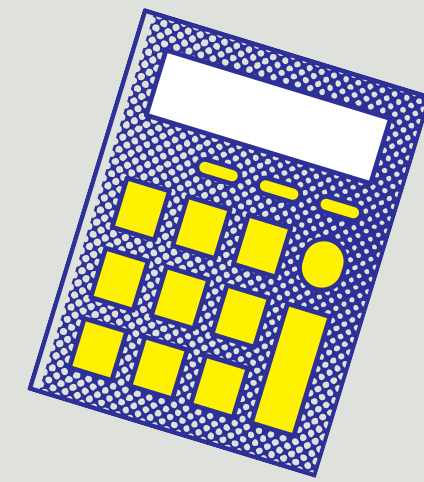
01.

Notification of New ICC Leadership

Council advisor notifies ASI of a new ICC leader.

02.

Complete Student Leader Info Form

ASI will send the Student Leader Info Form via Wufoo for the new ICC leader to complete.

03.

Sign Financial Award Agreement

ASI will send the Financial Leader Award agreement to the new ICC leader to complete via Adobe Sign.

04.

Accept Financial Aid in Student Portal

Once the agreement is signed, ASI will notify Financial Aid. The award must be accepted via your student portal to be disbursed.

02
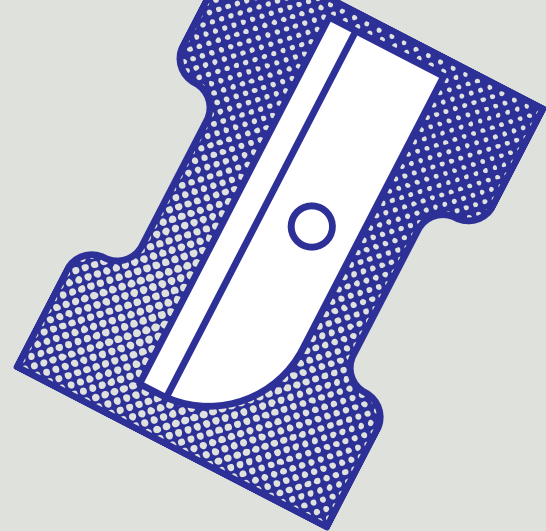
Events & Travel
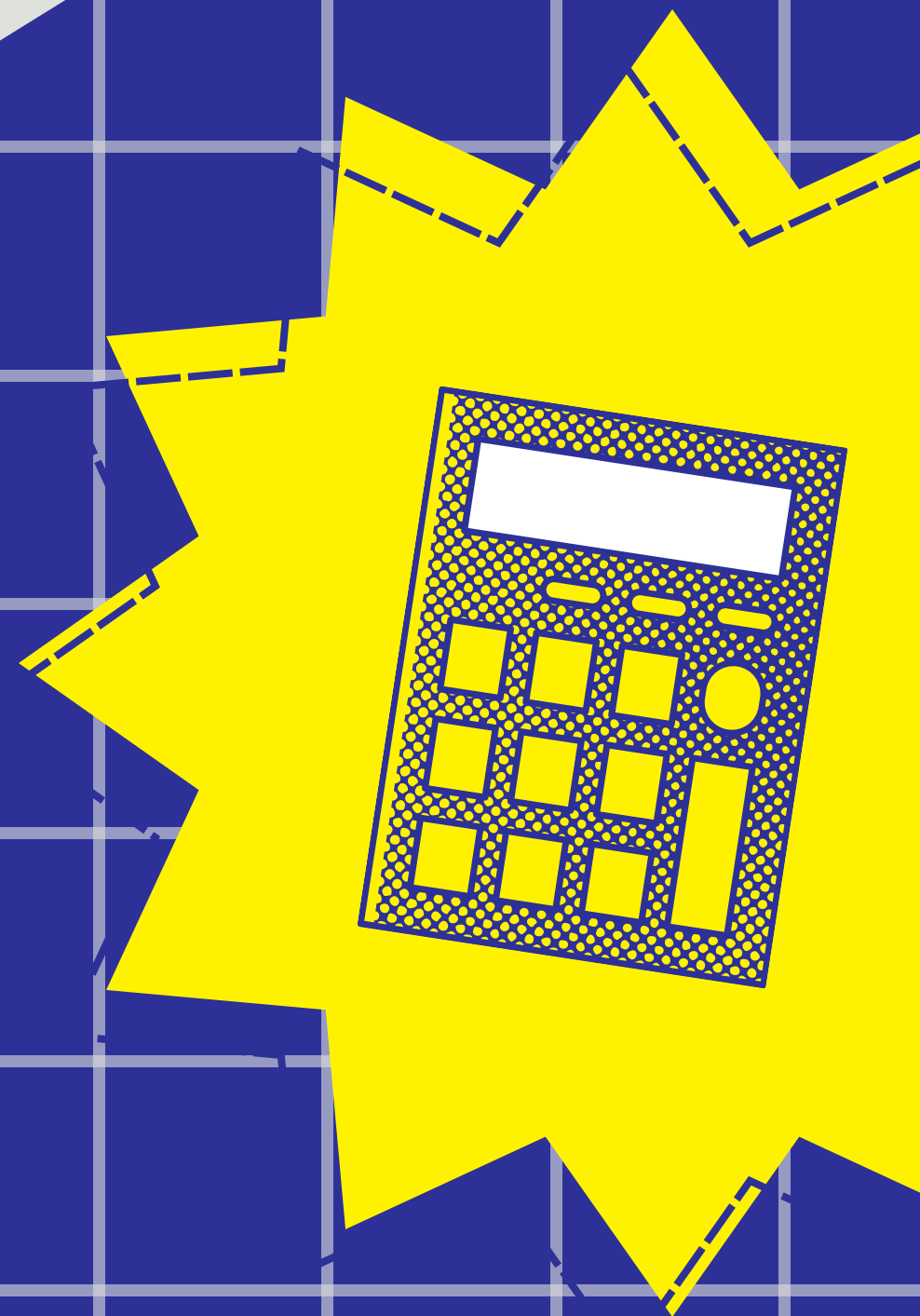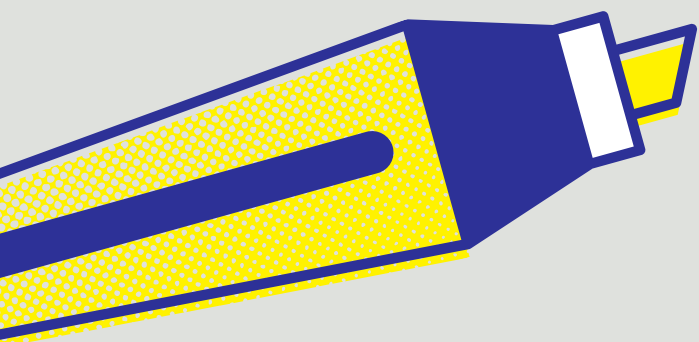
Events

Funding for events and activities is intended to support and enhance the curricular, co-curricular, and student life experience of Cal State Fullerton students.

FREE AND OPEN

These funded events and activities *must be free and open* to any or all interested students.

Travel

Travel funding is intended *to support, but not entirely subsidize*, travel by students and student organizations to conferences, conventions, competitions, workshops, or other professionally or officially organized events.

INDIVIDUAL VS. CLUB

Each student can request up to $750 (active participant status or $500 (inactive participant status) per year.

Do's - Events

- **VIEWPOINT NEUTRALITY:** Funding decisions made by funding organizations or the ASI Finance Committee for events and activities funding provided under this policy *must* be made in a viewpoint neutral manner and adhere to ASI policy.
- **FUNDING IN EXCESS OF $5,000:** Any amount of funding can be requested of a council by a member organization; however, if a single requested transaction is over $5,000, it must go to the ASI Finance Committee for final approval.
  - Please notify your ASI advisor immediately if a single item allocation over $5,000 is approved by your council.
- **CLOTHING, APPAREL, PROMOTIONAL ITEMS:** $20 per item base cost.
- **GIFT CARDS:** $25 per gift for a speaker who is not charging for their services.
- **ASI LOGO:** Any marketing for a funded event should contain the ASI logo visibly.

Dont's - Events

- **RETROACTIVE FUNDING:** Funding for events and activities must be allocated and approved ahead of the date of the event taking place.
- **FUNDRAISING:** Funding may not be used for events raising funds.
- **BANQUETS, RETREATS:** These activities are available at the council level, but are not permitted at the member org level.
- **GRADUATION ITEMS, WEBHOSTING SERVICES, PROFESSIONAL MEMBERSHIPS, EQUIPMENT:** Council funds are not permitted to be used for any of these items or services.
- **PAYMENTS - EBT, SNAP, GIFT CARDS:** Receipts may not be reimbursable.

Do's - Travel ✈

- **SUMMER TRAVEL:** Travel between July 1 and the fall semester is permitted. The student or club must present for this funding during any of the first 3 council meetings in the fall semester.
- **POST TRAVEL WRITE UP:** *Every* student who travels must write a 350 word (minimum) summary of their experience.
- **ROSTERS:** For every funded travel, a roster listing all students, their mailing address, student email, CWID, phone number, and the amounts they spent is required.
- **SAVE BOARDING PASSES:** For flights to be reimbursed, we need both a flight receipt and boarding pass.
- **DRIVING TRANSPORTATION:** Drivers must submit a copy of their driver's license, auto insurance, defensive driver training, and driver authorization form in order to be reimbursed.

Don'ts - Travel ✈

- **NO PRIVATE LODGING:** This is inclusive of apps such as AirBNB, VRBO, etc.
- **PER DIEM - NO ALCOHOL, DAILY FUNDING LIMIT:** Please note there is a $55 limit for all meals per day for each traveler. Alcohol is not reimbursable whatsoever.
- **NO GAS REIMBURSEMENT FOR PERSONAL VEHICLES:** Mileage will be reimbursed for use of personal vehicle. The mileage is calculated starting at CSUF. Roundtrip applicable.
- **DRIVING LIMITATION:** Vehicle transportation may only occur within a range as far north as Sacramento and as far east as Tucson.
- **INCORRECT DOCUMENTATION:** Without proper documentation, travel reimbursements can take up to 4 times longer to be reviewed. Insufficient or incomplete items can also delay reimbursements for an entire org who traveled.

03
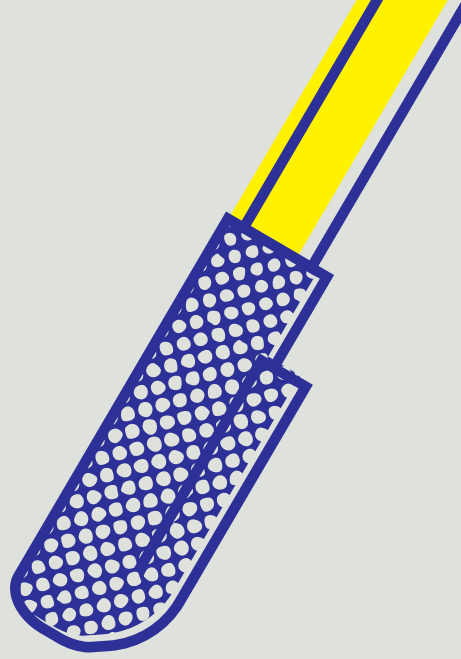
Funding Process
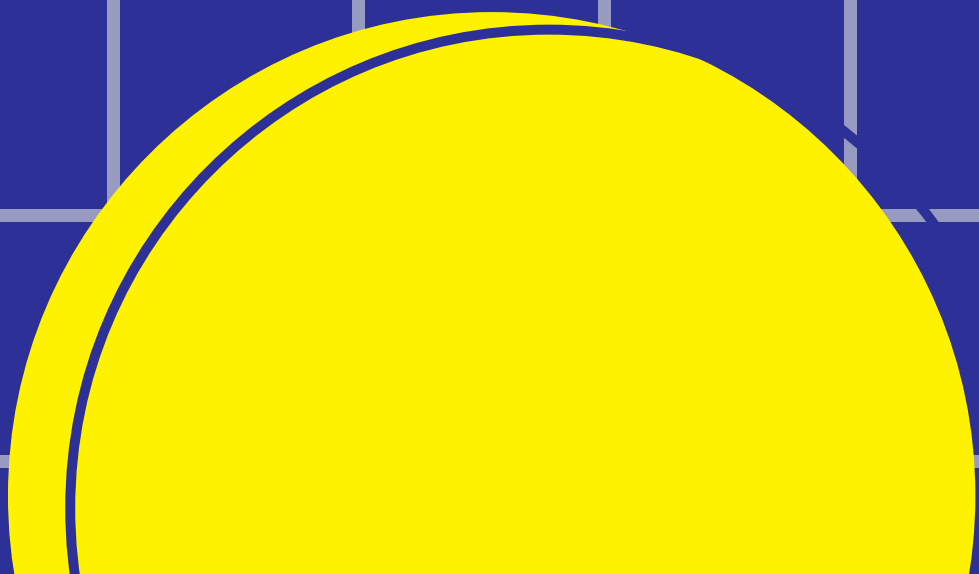
01.

Allocation Request & Approval

Allocation requests *must* be approved by your council *before* the date of your event.

2024-25 ASI Executive Senate Allocation Request

Please utilize this form to submit your allocations requests to your respective Inter-Club Council. Please see the below worksheets to complete this form:

Executive Senate Travel Funding Worksheet
Executive Senate Event Funding Worksheet

① General Information	② Travel	③ Program/Events	④ Supporting Documentation

Your Name *

[ ] [ ]
First   Last

Your Email: *

[ ]

Club/Organization Name: *

[ ]

Which council are you requesting funding from?: *

[▼]

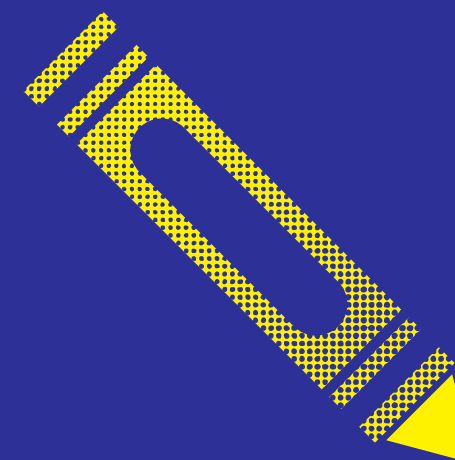**Are you requesting funding for an event/program or travel?** *

◉ Travel

◯ Program / Events

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Part 1:
Allocation Request
form on Wufoo

Executive Senate Event/Program Funding Request

Program Title:	
Sponsoring Club/Organization:	
Council:	
Date/Location/Time:	

Budget Line and Name		Amount
	Hospitality	$
	Supplies	$
	Printing and Advertising	$
	Professional Services (Dancers, Singers, Artists)	$
	Rentals for Special Events	$
	Dues and Subscriptions	$
	Gift Cards/ Gift Expense	$
	Promotional Items	$
	Speakers (Events, Retreats, Conferences)	$
	Total:	$

Vendor	Amount	Vendor	Amount

I understand that I must comply with all funding regulations as listed in ASI policy and the funding organization's bylaws.
I understand that it is my responsibility to meet with the Financial Officer to provide any necessary receipts or paperwork needed for a vendor to be paid or for a student and/or payee to be reimbursed.
I understand that the funds shall not be transferred to my organization's account
I understand that all payment for goods and services from the funds allocated are to be coordinated with the Financial Officer to be submitted to ASI no later than 45 days from the stated program date.

_____   _____
Student Requestor Signature   Date

Executive Senate Travel Funding Request

Please provide your contact information and information about the conference or program.

Name:	CWID:
Primary Phone:	Email:
Conference/Program:	
Date(s):	Location:
Council:	Club/Organization:
	Please write "Individual" if requested travel individually

Please provide a summary of all expenses for travel to this conference or program.

Category	Cost	# of Students Traveling	Total Amount:
Registration			$
Airfare			$
Lodging			$
Transportation			$
Mileage Reimbursement			$
Other (please list):			$
Total Travel Expenses			$

Will you be requesting/receiving funding from a CSUF department?   YES   NO

If yes, please state 1) how much funding is being requested/has been received, 2) the department the funding is being requested/received from, and 3) if the funding has already been approved/the likelihood that it will be approved:

	The requestor further acknowledges that they will complete all required pre-travel documentation before traveling and will, upon return, submit any necessary receipts, documentation and written travel report to the council financial officer/treasurer.

_____   _____
Student Requestor Signature   Date

02.

Date of Event or Travel

The individual who paid for the item(s) is responsible for submitting all documentation to their council Financial Officer.

WUFOO by SurveyMonkey

2024–25 ASI Executive Senate Reimbursement Request

Please utilize this form to submit your receipts for reimbursement or payment to your respective Inter-Club Council.

Your Name: *

First   Last

Your Email: *

Club/Organization Name: *

Which council are you submitting your reimbursement or payment request to? *

Approved Allocation Amount: *

$ [ ] . [ ]

Dollars   Cents

Council Meeting Date Allocation Was Approved: *

[ ] / [ ] / [ ]

MM   DD   YYYY

Are you requesting a reimbursement for an event or travel activity? *

⦿ Event Reimbursement

◯ Travel Reimbursement

Name of Event or Travel: *

Date(s) of Event or Travel: *

Total Amount Being Requested for Reimbursement/Payment: *

$ [ ] . [ ]

Dollars   Cents

Payee Information

Please complete the requested information for the person being reimbursed or paid directly.

Payee Name: *

First   Last

Payee CWID (If Applicable; please type N/A if not a student, staff, or faculty member): *

Payee Address: *

Street Address

Address Line 2

City   State / Province / Region

Postal / Zip Code   Country

Payee Phone: *

[ ] – [ ] – [ ]

####

Payee CSUF Email (If Applicable; please list other primary contact email if not a student, staff, or faculty member): *

Will this check be held for pick up or mailed? *

If held for pickup, please include name of pickup person:

First   Last

Reimbursement Documentaion

Please upload ALL documentation related to your reimbursement request to ensure prompt payment.

Part 2: Reimbursement Request Documentation

Reimbursement Documentaion

Please upload ALL documentation related to your reimbursement request to ensure prompt payment.

Documentation Upload Item #1 *
[Choose File] No file chosen

Documentation Upload Item #2
[Choose File] No file chosen

Documentation Upload Item #3
[Choose File] No file chosen

Documentation Upload Item #4
[Choose File] No file chosen

Documentation Upload Item #5
[Choose File] No file chosen

Documentation Upload Item #6
[Choose File] No file chosen

Documentation Upload Item #7
[Choose File] No file chosen

Documentation Upload Item #8
[Choose File] No file chosen

Please describe each item uploaded (example: receipt for decor, invoice for caterer, W–9 for speaker, travel roster, etc.) *

UPLOAD ALL DOCUMENTATION
- Event reimbursements should include an uploaded event flyer, which includes the ASI logo prominent and visible.
- Receipts should be itemized, show the total amount, show the vendor's information, and show services were completed.
- Invoices with a balance due always require a W-9 to be uploaded. A Certificate of Insurance (COI) from vendors performing services on-site is also required.

TRAVEL DOCUMENTATION
- Post-travel write-ups for all students who attended must be uploaded (350 words minimum).
- A roster with the students who traveled MUST be uploaded with the students' names, mailing addresses, CWID, and phone/email contact.
- Flight receipts MUST be accompanied by a copy of a boarding pass.
- Use of personal vehicle is reimbursed by mileage; gas receipts are not reimbursed.
  - Additional requirements: Copy of Driver's License, Copy of Auto Insurance, Defensive Driver Training Certificate, ASI Driver Authorization Form

03.

Request Reimbursement

The Financial Officer will complete the ASI Reimbursement Request form and attach documentation to submit to ASI Student Government staff.

ASI Executive Senate Reimbursement & Payment Request Form

Date: _____

Payee: _____   **CWID (If Applicable):** _____

Payee Address: _____

Phone: _____   **Email:** _____

Distribution: Mail ☐   Hold for Pickup ☐   **Name of Pickup Person:** _____

Line-Item	Amount
Total:	$ 0.00

Club/Organization Name: _____   **Council Name:** _____

Approved Allocation Amount: _____   **Date Council Approved Allocation:** _____

Name of Event or Travel: _____   **Date of Event or Travel:** _____

Invoice Number (If Applicable): _____

Description of Items Purchased (Include details of how items were used during your event or travel):

_____

_____

_____

_____

Requestor Name (Print): _____

Requestor Signature: _____

Contact Phone: _____

Please make sure your receipts (or invoice, W-9, copy of insurance) and additional documentation, including marketing for events and mock-ups of promotional items, are all attached to ensure prompt payment.
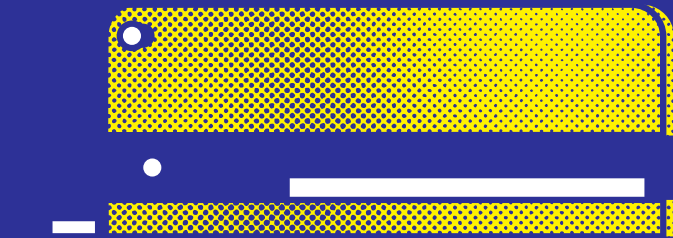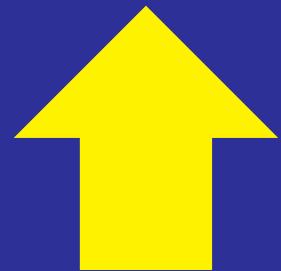

Part 1:
Check Request Form Submitted to Shared Google Drive

Part 2: Reimbursement Tracker

2024-2025 ICC Reimbursement Tracker

For ICC Financial Officer to Complete			For ASI Advisor to Complete		Office Use Only		
Date Submitted:	Payee:	Amount:	Date Processed:	Notes:	Date Notified:	Date Completed:	
							☐
							☐
							☐
							☐
							☐

The tracker is a communication tool between the ASI Student Government Team and ICC about the status of each reimbursement request.

AFTER COMPLETING THE PREVIOUS STEPS
- The ICC Financial Officer *must* create an entry for *each* reimbursement request in the orange section (e.g. date submitted, payee name, and approved allocated amount) in order for ASI to begin processing the request.
- The ASI Student Government team will complete the blue and grey sections.

04.

ASI Review & Payment

All reimbursement requests are subject to final review by ASI staff before submission to ASI accounting.
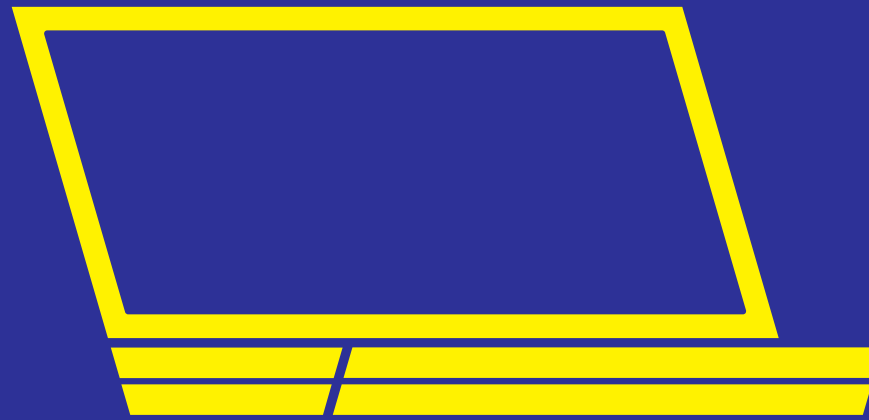
ASI Reimbursement Request Review Process

- The Advisor(s) check for missing information/receipts and ensures the amounts match the requested amount.
  - If information is missing, the Graduate Assistant will email the respective council member or student to obtain the necessary details.
- The Reimbursement Tracker is updated, and once processing is complete, an email with the reimbursement status is sent to respective parties, as needed.

Timeline: Allocation to Reimbursement

01.
Allocation Request & Approval

Allocation requests **must** be approved by your council **before** the date of your event.

02.
Date of Event or Travel

The individual who paid for the items is responsible for submitting **all documentation** to their **council Financial Officer.**

03.
Request Reimbursement

The Financial Officer will complete the ASI Reimbursement Request form and attach documentation to submit to ASI Student Government staff.

04.
ASI Review & Payment

All reimbursement requests are **subject to final review** by ASI staff before submission to ASI accounting.
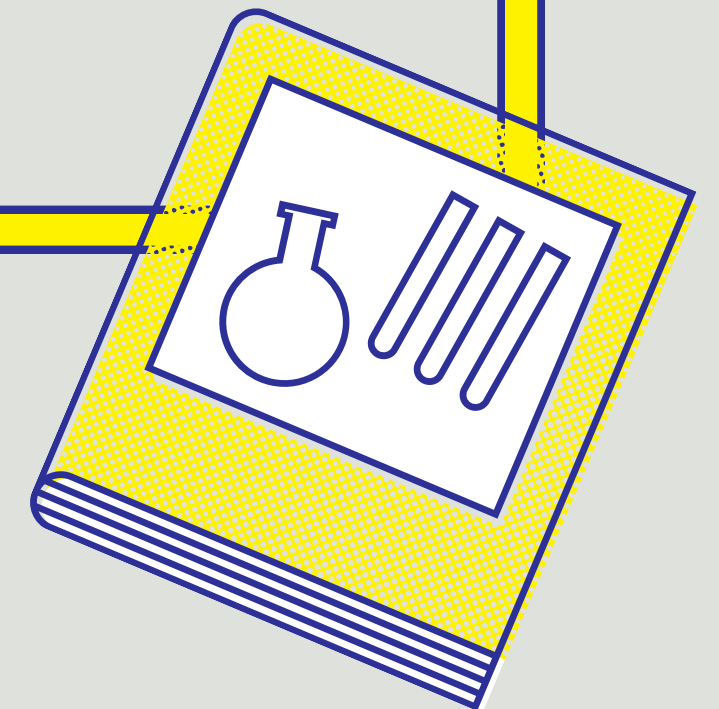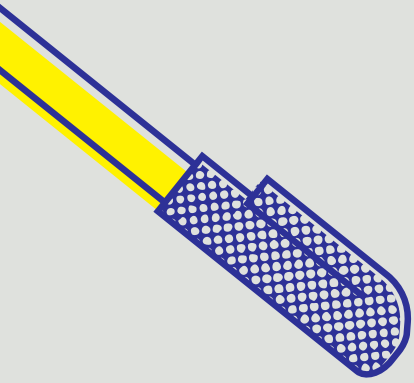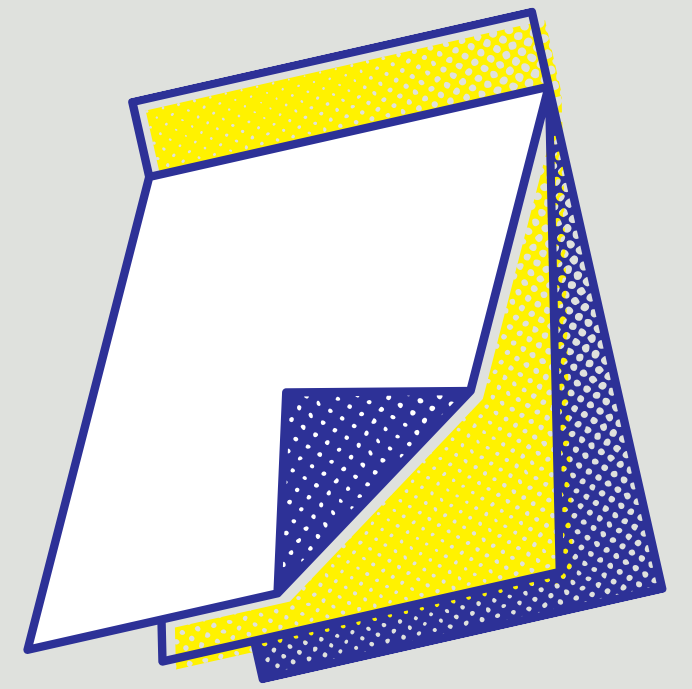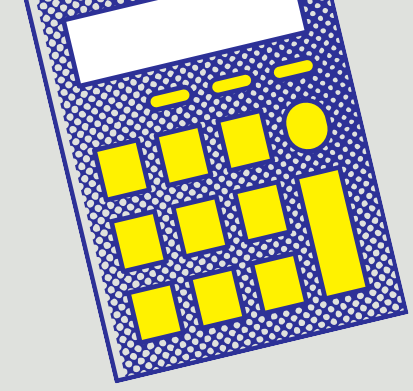
Reminder:

We get lots of questions from both students and advisors:

ALL of the following information can be found in the:

ASI Policy Concerning Funded Provided to Students and Student Organizations

It is accessible on the ASI website, but please ALWAYS reach out with tricky scenarios that need further policy interpretation from an ASI staff member.

Questions?