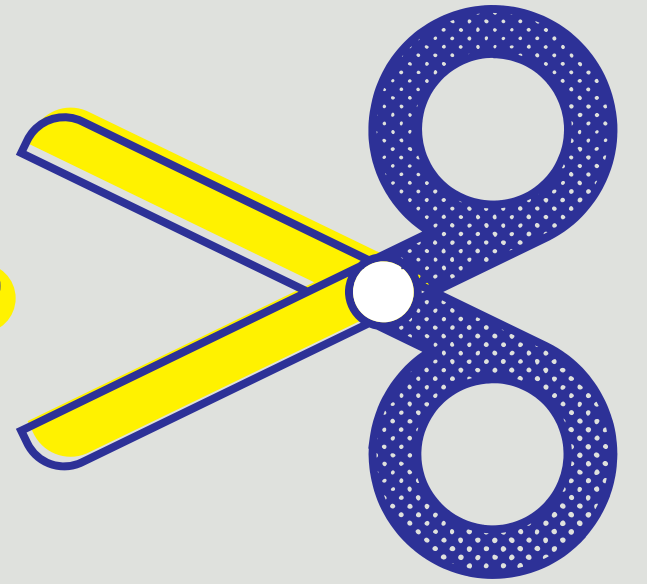
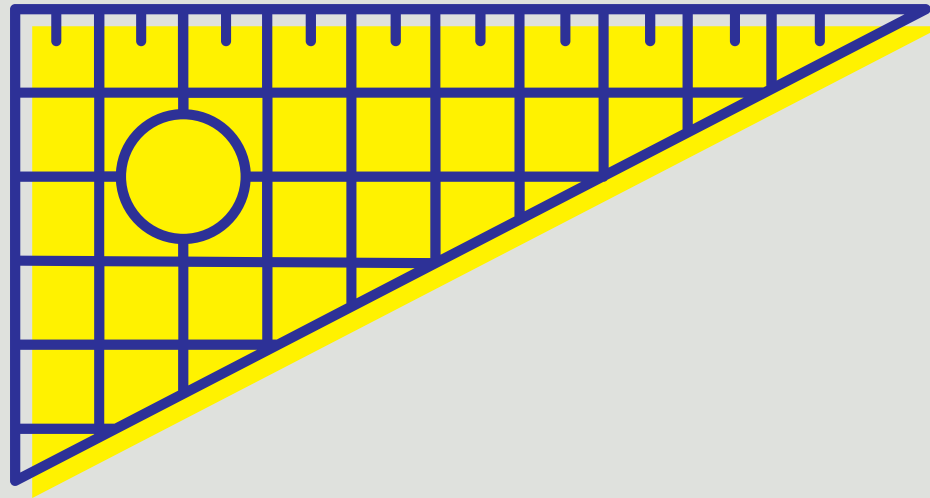
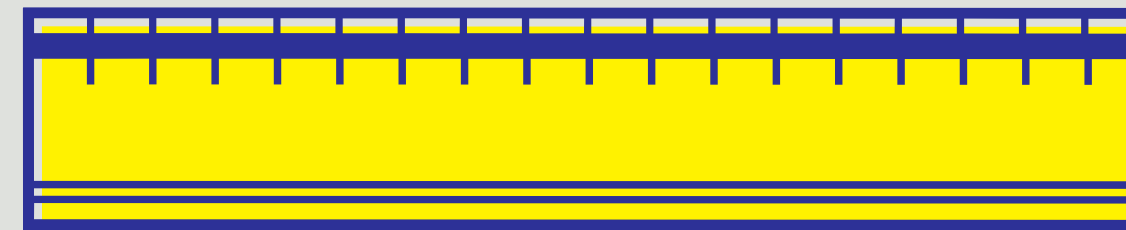
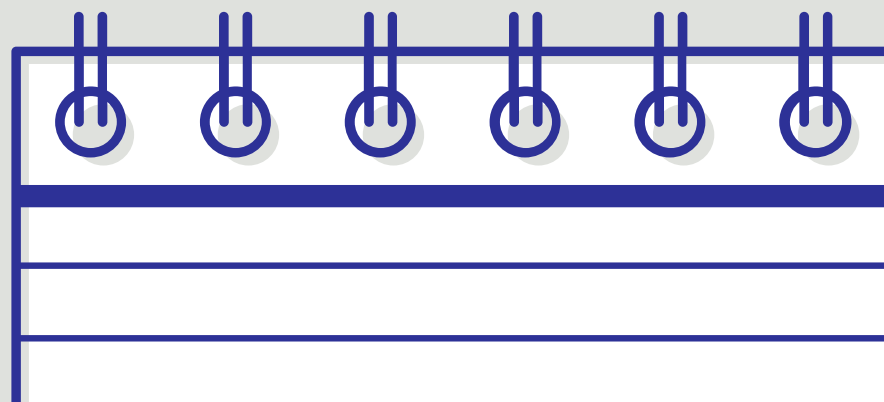


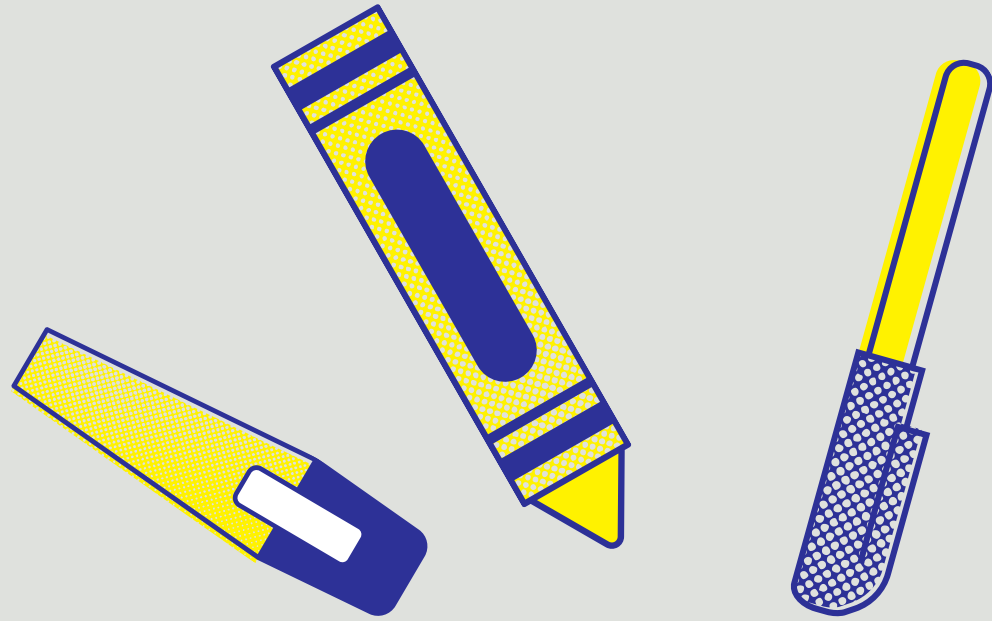


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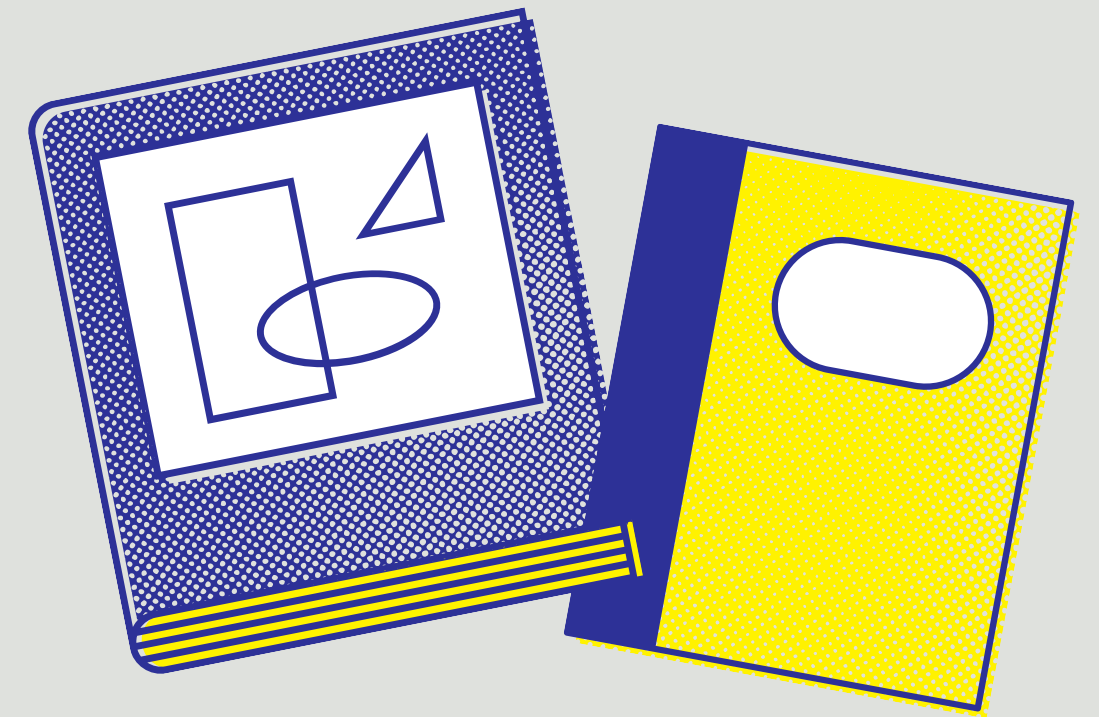
Executive Senate Council Funding

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**Events & Travel
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**Reimbursement
Process**

ASI Staff: Financial Advisors



Rebecca Hesgard

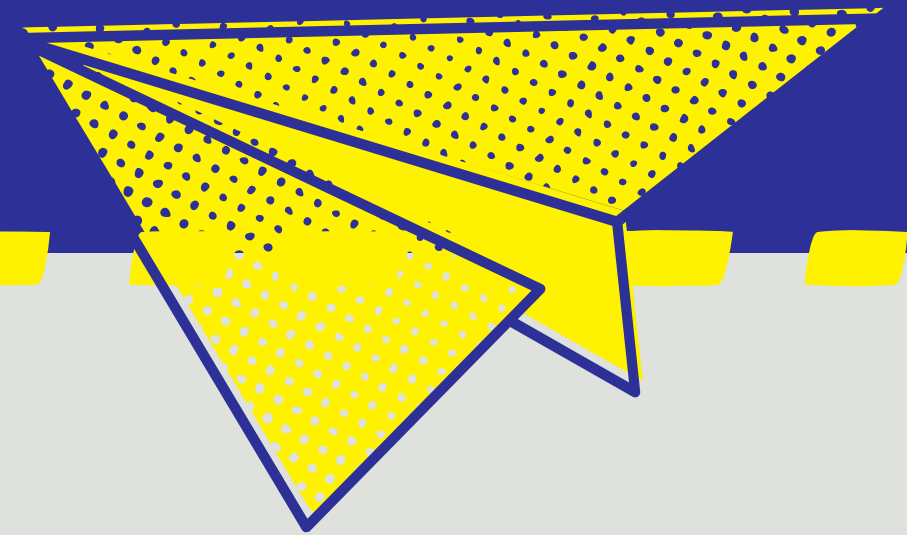
Interim Director of Student Government

rmhesgard2@fullerton.edu

Angela Padilla Vidarte

Student Government Graduate Assistant

zz-apadillavidarte@fullerton.edu



Reminder:

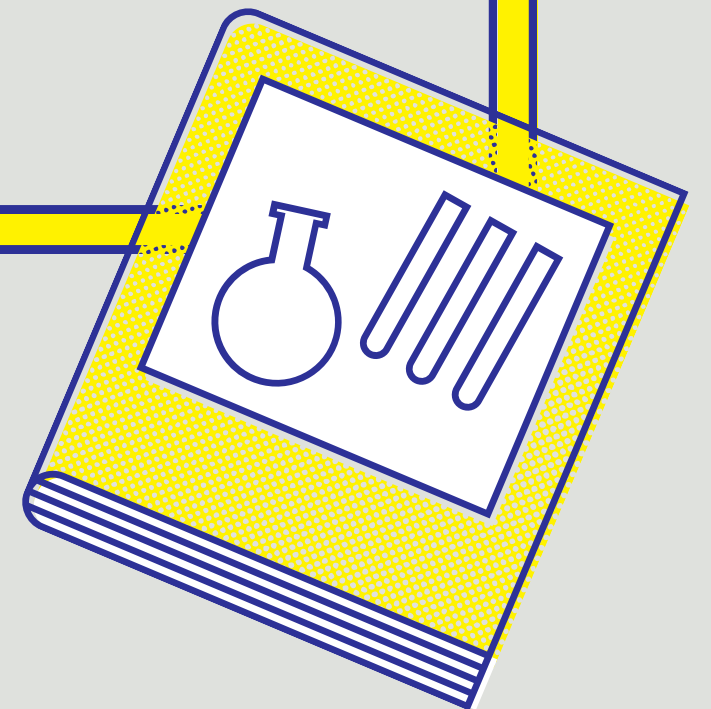


We get lots of questions from both students and advisors:

ALL of the following information can be found in the:

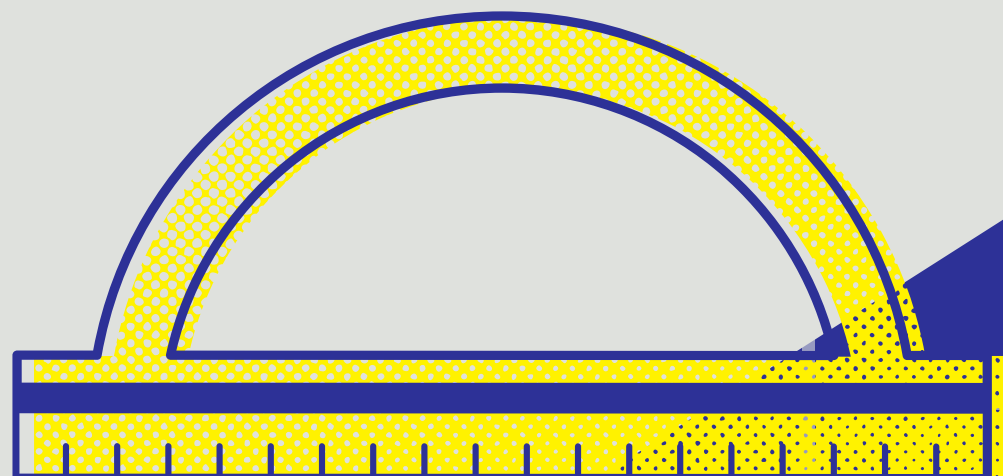
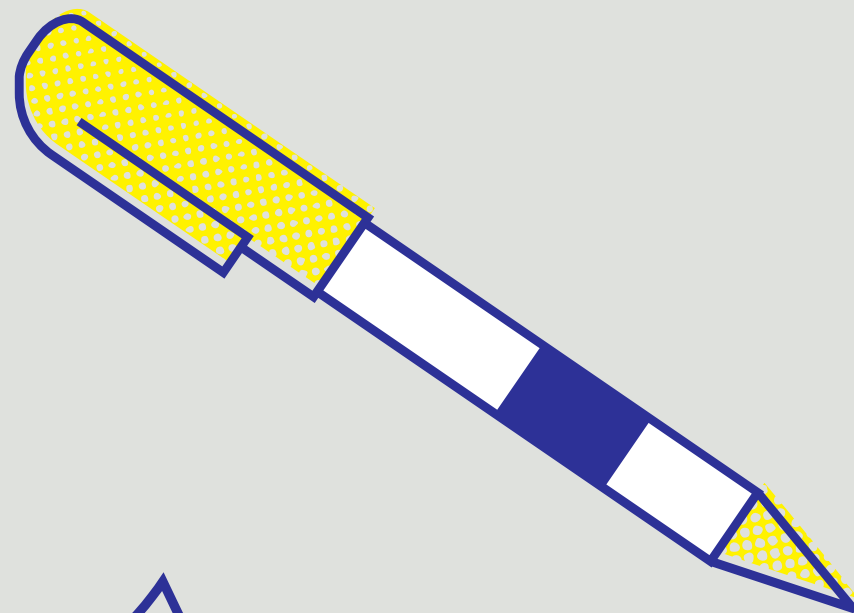
**ASI Policy Concerning Funded Provided to
Students and Student Organizations**

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.



01

Council Basics



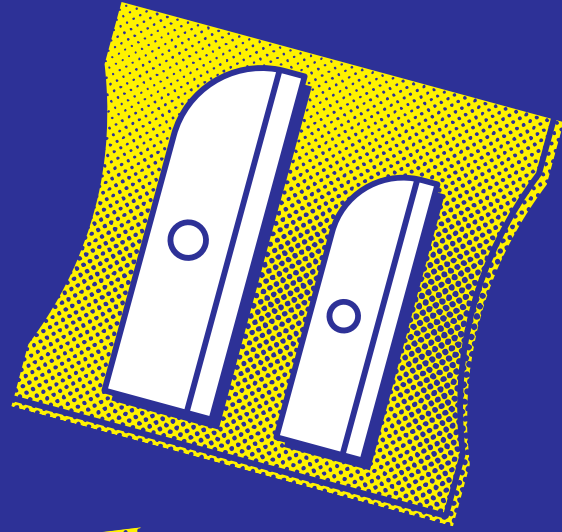
Roles & Responsibilities

TREASURER: Responsible for managing allocation of the council budget., including leading the effort of submitting check requests to ASI that are accurate, timely, and align with ASI policy

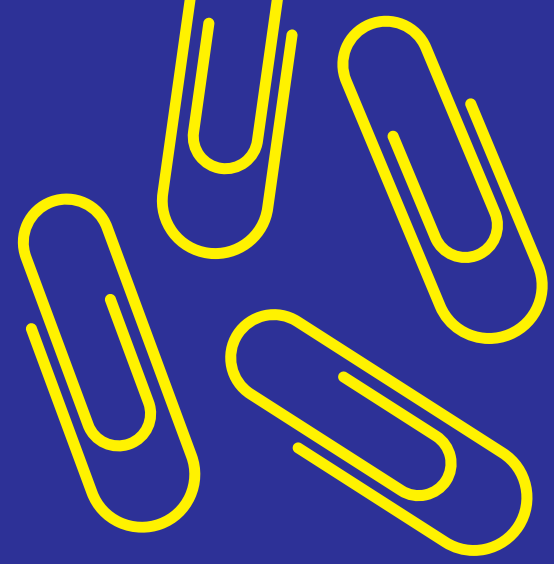
DIRECTOR OF ADMINISTRATION: Responsible for submitting all agendas and minutes to ASI within 2 weeks of the council meeting taking place

COUNCIL ADVISOR: Support for *all* questions, including financial, event planning, leadership concerns

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



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
& All 4 FSL Councils

Funding

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

All Academic & 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.

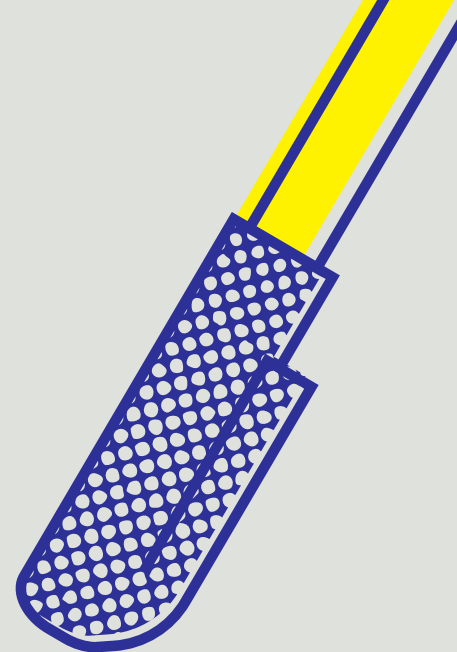
**Retroactive
Funding**

Funding that is requested for an event/travel AFTER the event/travel has taken place.



More Definitions

02



Events & Travel Funding



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.

Dos and Don'ts – 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.

BANQUETS, RETREATS

These activities are available to 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.

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.

PAYMENTS - EBT, SNAP

Receipts may not be reimbursable.



Dos and Don'ts - Travel

ROSTERS

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.

We recommend making a cover sheet that lists all students who traveled, their mailing address, contact info, the items/amounts they purchased, and who those purchases applied to.

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.

BANNED STATES

Newly added states bring total to 26 states

Missouri (August 28, 2023)

Nebraska (October 1, 2023)

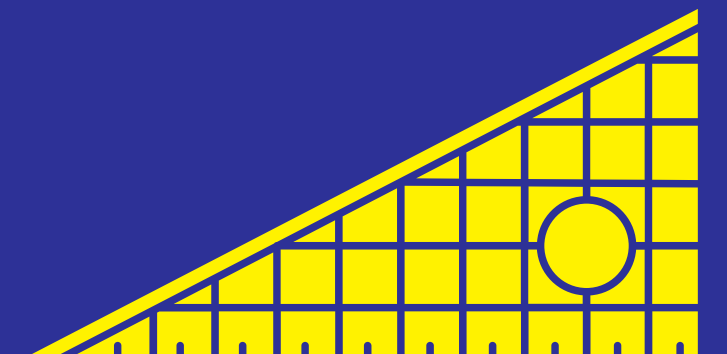
Wyoming (July 14, 2023)

NO PRIVATE LODGING

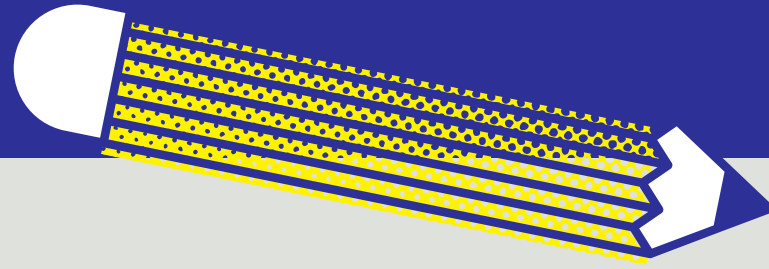
This is inclusive of apps such as AirBNB, VRBO, etc.

ALCOHOL - PER DIEM

Please note alcohol is not reimbursable in any travel meals.



Policy Updates



Events:

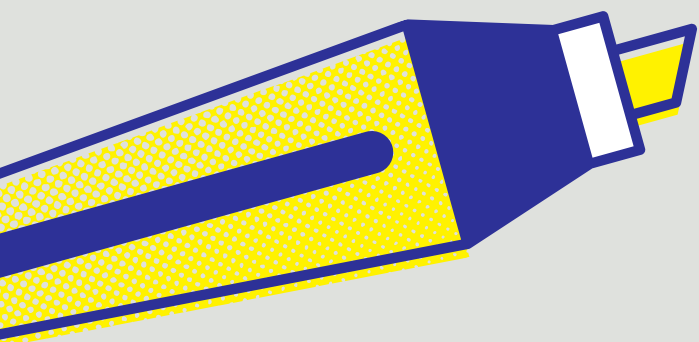
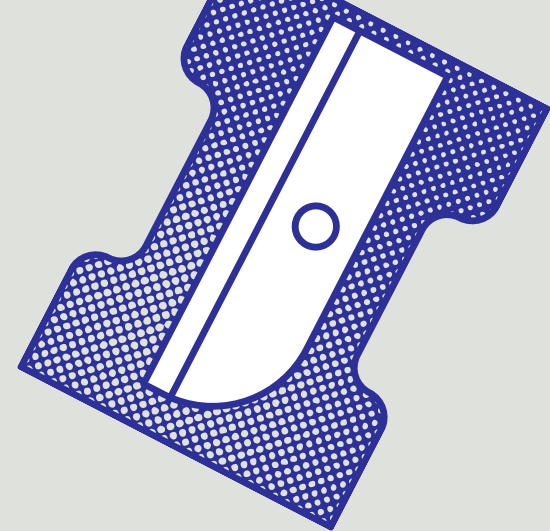
- **CLOTHING, APPAREL, PROMOTIONAL ITEMS:** \$20 per item base cost
- **CLUB SUPPORT:** \$500 per year to support the promotion of a club
- **GIFT CARDS:** \$25 per gift for a speaker who is not charging for their services

Travel:

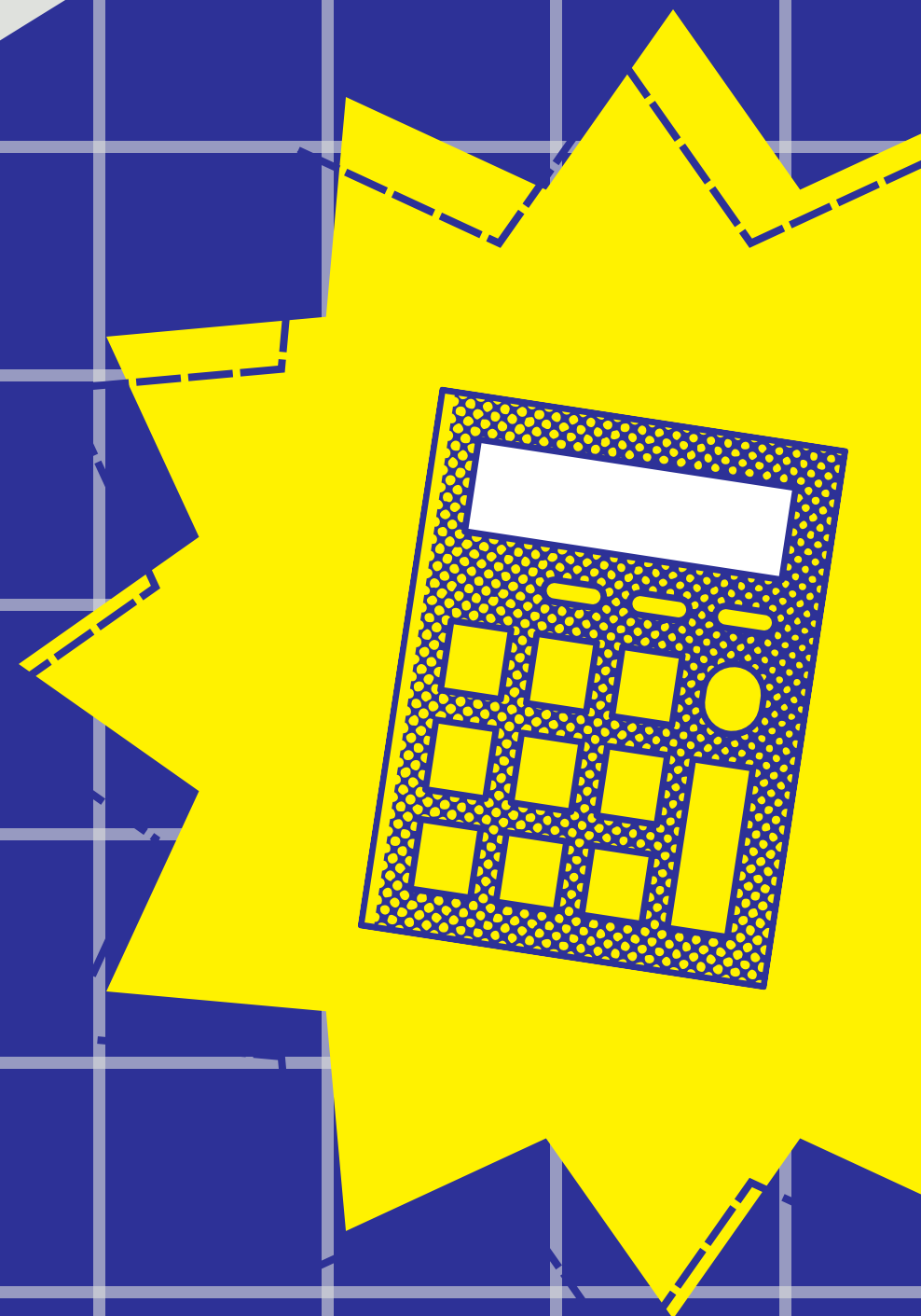
- **PER DIEM/MEALS:** \$55 in meal receipts per travel day



03



Reimbursement Process



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 items is responsible to submit **all documentation** to their **council Treasurer.**

03.

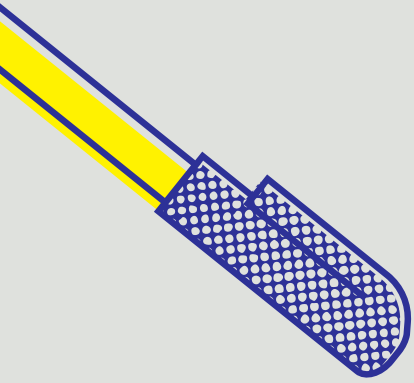
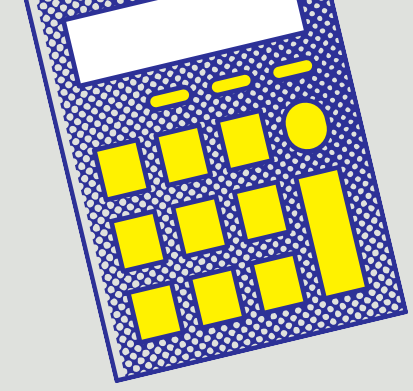
Request
Reimburse-
ment

The Treasurer will submit the reimbursement request 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.



Questions?

