



TTUHSC Student Organizations/Specialty Clubs Budget & Finance

2013 - 2014 FUNDING REGULATIONS HANDBOOK

THIS HANDBOOK IS DEVELOPED FOR ORGANIZATIONS AS A SERVICE BY THE STUDENT SENATE AND HSC STUDENT SERVICES. THE REGULATIONS CONTAINED IN THE HANDBOOK ARE THOSE WHICH ARE MOST FREQUENTLY APPLICABLE TO CHANGE.

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Attention:

The policies and procedures found within this Funding Handbook apply only to the use of the funds allocated to your organization by the Student Government Association.

This handbook is designed to explain many of the standards that have been established to provide for a consistent documentation of expenditures. This documentation of expenditures is both necessary and appropriate in order to make qualified responses to official inquiries from such offices as the Internal Revenue Service, State of Texas Auditors, TTUHSC Administration and the Board of Regents. The regulations set forth in this publication are in compliance with the policies approved by the Texas Tech System Board of Regents. Should your advisor or any officers change during the year, please contact HSC Student Services in Room 2C400 and the Student Government Association, Room 2C440.

In addition to the rules applied by the Board of Regents, the Senate Committee on Budget and Finance has prescribed further conditions, limitations, rules and procedures for allocated funds. These same regulations are outlined in the Funding Regulations Handbook.

The Budget and Finance Committee recognizes that Lubbock and Amarillo students attending Texas Tech University Health Sciences Center are required to pay a student service fee. A portion of this fee is allocated to qualified organizations through the Student Senate Appropriations Bill and through the funding process. However, this allocation does not provide sufficient funds to support all the activities of every organization. Accordingly, the reallocation of such funds is a judgment process undertaken by the Committee within the framework of an overall philosophy that includes that student service fees are allocated to qualified organizations to supplement their activities, not as sole support for the organizations.

You may contact the Student Government Association office for further information by calling 743-1619, visiting our website at <http://student.ttuhsu.edu/sqa> or by stopping by HSC Student Services, Room 2C400. We look forward to serving you and wish your organization a successful year!

Sincerely,

Morgan Schmeits
Vice President of Finance

Hunter Atkins
President

2013 – 2014 CALENDAR

March 1, 2014 **Deadline for Budget 2015-2016 for Student Organizations/Specialty Clubs**
Deadline for 2014-2015 Slate of Officers

There will be one (1) Budget Orientation typically held in April to instruct the incoming president and treasurer of each organization/specialty club regarding the Funding Regulations Handbook. Future meetings will be determined by the SGA Finance Committee on a need basis only.

REGISTRATION WITH HSC STUDENT SERVICES

- ♦ All student organizations and specialty clubs are required to renew their registration with HSC Student Services, Room 2C400 each fiscal year.
- ♦ Officers and advisors should make sure their organization has completed all the registration requirements and attended the required Budget Orientation & Dissemination of Funding workshop. Check with HSC Student Services in Room 2C400 for time and location of the workshop.
- ♦ All out going officers should make sure incoming officers are aware of the registration policies and have all of this information.
- ♦ ***Application for funding from the Student Government Association cannot be accepted if your organization is not registered with HSC Student Services.***
- ♦ ***Funds allocated to your organization/specialty club CANNOT be utilized if your organization/specialty club is not registered with HSC Student Services or if your organization is not in good standing with HSC Student Services.***

Definitions:

- ♦ Student Organization: a group of students, registered with HSC Student Services, and has a national or state affiliation.
- ♦ Specialty Club: a student run group, registered with HSC Student Services, with a special interest.

FOR MORE INFORMATION CALL: SGA Office @ 743-1619 or HSC Student Services @ 743-2300.

Student Government Association Funding

The Student Government Association and the Student Senate administer the allocation of a portion of Student Service Fees. Student Service Fees are collected by Texas Tech University Health Sciences Center as a component of tuition and fees.

The Student Senate administers the allocation of the portion of funds received by the Student Government Association for allocation to student organizations. This allocation takes place through a very strict budget process, where annual amounts are allocated to supplement the budgets of student groups throughout the fiscal year. **Allocation may also occur through the Special Projects Request process, which furnishes emergency funds to organizations for needs not anticipated during the budget process at the discretion of the Student Government Association Vice President of Finance and the Budget & Finance Committee.**

The Student Government Association office is available to answer any question, concerns, or problems you may have. Feel free to contact any of the officers at 743-1619 or visit HSC Student Services, Room 2C400 between 8:00 a.m. and 5:00 p.m., Monday through Friday.

About the Funding Regulations Handbook

I. Purpose of the Funding Regulations Handbook

This manual is written for the financial officer of the registered student organization or special club and their advisors to inform them of the policies and procedures of the SGA and Student Senate so that they can manage their SGA funding efficiently. This handbook covers the basic financial policies of the SGA and Student Senate and outlines the responsibilities, restrictions, and penalties related to the use of SGA funds. The manual will be updated as changes occur.

II. Authority and Effect of the Funding Regulations Handbook

The policies and procedures outlined in this manual are a compilation of the rules and laws that govern the operation of the funds allocated by the SGA. There are rules, policies, procedures, and laws that govern these funds extend beyond the policies of the Student Senate and the SGA to Texas Tech University Health Sciences Center policies, state, and federal law. Failure to comply with the procedures and rules laid out in this handbook may result in the permanent refusal of SGA funding to an organization/specialty club. These regulations are in place to prevent the misuse of SGA allocated funds and to provide equal access for **all** students to the benefits of SGA funding.

III. Duties of Student Government Association Funded Organizations/Specialty Clubs

- A. Each organization/specialty club funded through the SGA must obtain a copy of and is responsible for compliance with the SGA Funding Regulations Handbook and the SGA/Student Senate regulations regarding funding allocation and transactions.
- B. Financial officers of each organization/specialty club must turn over all financial materials to their successors and make them aware of all policies and procedures at the end of their term in office.
- C. Financial officers are required to participate in financial training, which is arranged by the SGA Vice President of Finance.
- D. Notify the SGA of any officer or advisor changes.

IV. Student Government Association Funding General Guidelines

- A. The organization must be officially registered with HSC Student Services. Any unregistered organization/specialty club or any organization/specialty club not in good standing with the HSC Student Services may not submit any reimbursement, payment, or travel request.

- B. Organizations must re-register each year to complete eligibility requirements.
- C. The President, Treasurer, and Advisor of each organization/specialty club are required to sign the Funding Contract. Signature acknowledges understanding and agrees to comply with SGA funding policies and procedures.
- D. There is a cap set annually by the Student Senate Budget and Finance Committee on the amount of funds a first year organization/specialty club may receive.
- E. All required forms are included in the Appendix of the Funding Regulations Handbook and may also be found in HSC Student Services, Room 2C400.
- F. Student organizations/specialty clubs founded at a regional campus or are identified as off-campus will not be eligible for Student Services fee funding.

V. Deadlines

- A. DEADLINE FOR ALL MAJOR EXPENDITURES - JUNE 6, 2014.
- B. DEADLINE FOR REMAINING EXPENDITURES - AUGUST 8, 2014.

Purchases must be completed by the deadline date. The practice of pre-ordering items will not be permitted.

VI. Restrictions

- A. Organizations not registered by the last class day of the FALL semester will forfeit 1/3 of their allocation
- B. Organizations not registered by the last class day of the SPRING semester will forfeit an additional 1/3 of their allocation.

NO EXCEPTIONS TO THESE DEADLINES

SGA FINANCIAL PROCESS

I. Budgets

Every student organization/specialty club who meets eligibility requirements may submit a request for Senate funding on an announced date each year. A budget proposal which represents the total funding requests of the student organization within the Health Sciences Center will be submitted by the Vice President of Finance of the HSC SGA to the TTU/TTUHSC Student Service Fee Committee at the appointed time.

The budget process is the primary means by which funds are allocated by the SGA and Student Senate to student organizations/specialty clubs.

Student organization/specialty clubs typically will be notified of their annual budget allocations during the Fall semester at the Budget Orientation & Dissemination of Funding workshop.

REQUIREMENTS FOR FUNDING ELIGIBILITY:

1. The organization/specialty club must be officially registered with the Office of HSC Student Services, 2C400.
2. A current copy of the organization's or specialty club's constitution must be on file and must state that membership is open to all HSC students.
3. The organization/specialty club must have a current and complete "Slate of Officer" form, **Constitution and/or By-Laws**, and a **Membership Roster** on file.
4. Organizations/Specialty Clubs are not eligible for more than a 100% increase from one funding year to the next.

II. Financial Statement

Financial Statements for registered student organization/specialty clubs can be requested from the President or Treasurer of each organization/specialty club. Contact HSC Student Services at 743-2300.

III. Special Request Process

1. 15% of the total trip funds must come from the individual student or group, either via clubs own dues, fundraising, or out of pocket. At least one fundraising event must be documented and included with the Special Projects Request to be reviewed by the Finance Committee
2. A written report with a detailed list of projected expenditures (meals, gas per mile, hotel fee, and conference fee if applicable) must be given to SGA finance committee at least two weeks in advance before trip. SGA requires two weeks in advance in order to assure that the request will be reviewed before the bimonthly SGA meetings.
3. A copy of all receipts must be returned to SGA after the organizations returns from their trip in order to insure that the club used requested funds, and used them properly. Any funds not accounted for by receipt(s) must be returned to SGA.
4. If an organization requests funds retroactively, they must fill out a written reported with a detailed list of expenditures and receipts for those expenditures must be provided.
5. Requests for reimbursements will follow state's reimbursement guidelines.
6. Exceptions to these guidelines will be made based on the availability to which the organization travels, and the decision will be made by the SGA finance committee after review.
7. This process exists to allow allocation of funds throughout the year for events or projects not previously budgeted for.
8. The Special Projects Fund is under the management of the SGA Vice President of Finance and the Student Senate Budget & Finance Committee.
9. An organization's/specialty club's need for requesting additional funding must be due to an unexpected opportunity or expense.
10. Student Organizations/Specialty Clubs must comply with all rules and provisions of the Funding Regulations Handbook.
11. All requesting groups must exhaust all other external funding sources before seeking funds from the Special Projects Fund.
12. Brand new organizations/specialty clubs (have not applied for funding in 3 years) are only eligible for up to \$500 of contingency funding.
13. Organizations/Specialty Clubs will be considered "First Year Organizations/Specialty Clubs" and subject to the first year cap if one of the following applies:
 - i. If an organization/specialty club ceases to exist on campus (due to Funding Handbook violations) and then returns
 - ii. The organization/specialty club is newly formed/started.
 - iii. Organizations/Specialty Clubs who have not applied for general funding in the 3 previous years.
14. Organizations/Specialty Clubs are exempt from the first year cap if one of the following applies:
 - i. If an organization/specialty club only applies for funding every other year.
 - ii. If an organization skips a year of funding. However, if the organization/specialty club will be eligible for funding up to the same amount as the last year they were funded, but will not be eligible for an increase.
15. The process for requesting these funds are as follows:
 - i. Funds must be requested at least 2 weeks before the event is scheduled to occur or at least two weeks before the last Senate meeting of the year, whichever is earlier.
 - ii. Draft a memo describing the nature of the expenditure, the estimated amount of the expenditure, and the benefit to the organization **and** Texas Tech University Health Sciences Center.

- iii. Complete a "Request for Additional Funding" form, which is available in the Student Services Office.
- iv. Provide this memo and the Request for Additional Funding, either in person or by e-mail to the Vice President of Finance. A copy of this packet should be submitted to the Assistance Director for Student Services for verification of expenditures.
- v. The Vice President of Finance will review the request, and/or consult with the Vice President for Student Services and meet with the Budget & Finance Committee to either approve or Vice President for Student Services disapprove the request.
- vi. The organization/specialty club may be asked to present their request for additional funding to the Senate.
- vii. The organization/specialty club will be notified by e-mail when a decision is made regarding the request.
- viii. Funds up to the allocated amount will be reimbursed in accordance with the contingencies placed on them as well as the guidelines in the "General Reimbursements" section.

NOTE: NO REQUESTS FOR ADDITIONAL FUNDING WILL BE CONSIDERED AFTER THE LAST STUDENT SENATE MEETING OF THE 2013-2014 SCHOOL YEAR AND THE FIRST MEETING OF THE 2014-2015 SCHOOL YEAR.

V. Violations & Penalties

Failure to abide by these regulations may cause cancellation of all remaining funds to your organization as well as your organization, advisors, and officers assuming full liability for all expenditures past, present, and future, and automatically subject your organization to future funding probation and/or suspension.

Failure to abide by these regulations may permanently jeopardize your organization's ability to receive funding from the SGA.

If your organization fails to abide by the established process by which all reimbursements are made, your reimbursement may be denied by the Student Government Association and/or the Executive Vice President for Academic Affairs and/or Texas Tech University Health Sciences Center Accounting Services.

******Under no circumstances can the SGA reimburse a Texas Tech University Health Sciences Center department, Procurement Card, or Corporate Travel Card. These policies are in place due to restrictions placed on the SGA through federal and state law, as well as University policy.******

All reimbursements will be paid to individuals/organizations only and may not be used by the organization to reimburse the department.

GENERAL REIMBURSEMENTS

PRIOR TO GENERAL REIMBURSEMENT:

1. Refer to **Funding Regulations Handbook** to ensure compliance.
2. Every funded organization/specialty club **MUST** be registered with HSC Student Services, (2C400) each year. This is accomplished by having a current **"Slate of Officers"** form, updated **Constitution and/or By-Laws**, and **Membership Roster** on file in HSC Student Services.
3. Any request for reimbursement from student organization funding must be in accordance with guidelines and the organization's budget request.
4. Cash advances are not permitted. In other words, you must first spend the money and then file a request for reimbursement.
5. Your request for reimbursement must be made within (5) working days after the expense is incurred or your request for reimbursement may be denied.
6. You **MUST** have **an original, valid receipt or invoice for every expense** to obtain reimbursement.
7. All forms contained in this Handbook may be photocopied for the organization/specialty club's use. Copies may also be obtained from HSC Student Services, Room 2C400.
8. No reimbursements will be made after **AUGUST 8** of the current fiscal year. Student organizations or specialty clubs are expected to process any outstanding expenses by this date.
9. Please be prepared to provide a memo for any questionable items.
10. Reimbursement checks will be made payable in the name of the organization, specialty club or to the vendor requesting payment.
11. Please allow at least 2 weeks to receive your reimbursement and your payment will be available in the Office of the Student Services, Room 2C400.
12. If you have any questions about a reimbursement, please call HSC Student Services at 743-2300 or e-mail studentservices@ttuhsc.edu .

Activities/Purchases which **CANNOT BE FUNDED include (but not limited to):**

- A. Alcoholic beverages
- B. Lobbying
- C. Religious Activities and Materials
- D. Support of a candidate for public office.
- E. Loans, gifts, gift certificates, scholarships, awards, or prizes. (This does not apply to plaques, certificates, trophies or banquets intended to recognize achievement and service.)
- F. Paintings, prints, fixtures, or furniture to decorate offices.
- G. Computers, printers, scanners, digital cameras, or hardware.
- H. Club sports or any intramural expenses.
- I. VCR rentals/videos/tapes.
- J. National biased material (any campaign material promoting a candidate for public office).
- K. Donations of any kind.
- L. Books, Handbooks, or Textbooks unless authorized by the Vice President for Student Services.
- M. We will not reimburse organizations for speakers travel expenses or speaker fees. These expenses are reimbursed to the speaker only. Please contact HSC Student Services prior to the event to purchase the speakers' travel/hotel arrangements.
- N. Membership dues for your local, state, or national affiliations.

SUBMISSION OF GENERAL REIMBURSEMENT

1. In order to be reimbursed a completed "General Reimbursement" form must be submitted with ALL original receipts, invoices or other necessary supporting documentation. (See Attachment B) All accompanying documentation must be readable and of high quality or it will be returned as unacceptable.
2. Only students who have paid student service fees may be reimbursed with student services monies for travel or any other expenditure.
3. HSC Student Services will verify the accuracy and validity of the accompanying documentation prepare actual payment vouchers and submit to the TTUHSC Office of Accounting Services for reimbursement.
4. IMPORTANT: REIMBURSEMENT FOR FOOD OR REFRESHMENTS FROM STUDENT SERVICE FEES MONIES MUST BE SUBMITTED FOR APPROVAL TO THE DIRECTOR PRIOR TO THE EVENT. (See section entitled "Food Allowance").
5. The HSC offers a variety of services beneficial to your organization/specialty club. These services include mail, printing, and copying services. You may use the General Reimbursement Form (Attachment B) for these charges. The completed form **MUST** be submitted to the designated department before services can be rendered. The costs of these services will be directly deducted from your organization account without requiring further documentation.

PROFESSIONAL AND/OR SPEAKER SERVICES

Speaker Payment Procedure:

1. **Campus Organization/specialty club Contract for Speakers Form:** This form must be completed and signed **prior** to reimbursement. All **ORIGINAL** documentation (e.g. airline tickets, lodging, meal receipts) must accompany this form and be turned into the Office of Student Services no later than 10 days after the event in order for reimbursement to be made to the speaker.
2. **Independent Contractor Questionnaire:** This form must be filled out for each Speaker prior to payment/reimbursement. **Payments/reimbursements will not be made to the Speaker(s) without this form.**
3. The Senate CANNOT give cash advances for speaker's fees or expenses incurred in bringing a speaker to campus. For reimbursement of such expenses, a **W-9** form and a "Contract for Speakers" form must be completed and accompanied by all supporting documents (e.g. plane, hotel or dining receipts). (See Attachment D.)
4. Only speakers can be reimbursed for speaker fees (based on Form 1099 of the Internal Revenue Service).
5. Student service fee monies can be used to reimburse the speaker for meals personally incurred in conjunction with a presentation made to the organization. Any other food expenses (banquets, receptions, etc.) will not be reimbursed.
6. The Student Government Association cannot be used to reimburse expenses or fees for speakers who are Texas Tech University Health Sciences Center and Texas Tech University employees.

Special Notes:

- ♦ The SGA must pay the speaker directly for their professional/speaker fees.
 - ♦ Only speakers, not organization/specialty club, can be reimbursed for the speaker's travel, lodging, and meal expenses.
 - ♦ A speakers' reimbursement is based on information received from the Internal Revenue Service. See #3 for information.
 - ♦ The Student Government Association cannot reimburse expenses or fees for speakers who are Texas Tech University Health Sciences Center and Texas Tech University employees.
 - ♦ **Special Requirement for payment to speakers or professionals who are not US Citizens or permanent resident aliens.**
1. **All payments must meet "eligibility for payment" rules set by the U.S. Citizenship and Immigration Services.** The immigration rules are based on the visitor's immigration status (visa type) on the I-94 card, number of days performing services in the U.S. and the type of payment being made to the visitor. You must contact Bob Crosier in the Office of International Affairs at (806-742-3667) **before** inviting the Nonresident Alien visitor to campus to ensure that the visitor will have a payable visa type. Bob will need to know the following information:
 - The visitor's country of citizenship
 - The expected arrival date on campus
 - The expected immigration status
 - The expected number of days the visitor will perform the service
 - The type of payment being made
 2. When the nonresident alien visitor arrives in the United States, make copies of the following documents and **immediately** fax them over to Bob Crosier at (806-742-1286). Bob will fax an approval or disapproval to the Office of Tax Compliance. The Office of Tax Compliance will then notify the department whether or not they can make a payment to the foreign visitor.

Copy of the I-94 Card (Small white card issued at the port of entry to the U.S. indicating the status of the person entering and the length of stay allowed.) or I-94W Card (Small green version of the I-94 issued to persons entering the United States on the visa waiver program.)

Passport Pages with the Visa stamp

General Information/Picture ID page

The Pink IAP-66 Form for J-1 Visa Holders (An immigration document issued to a J-1 Exchange Visitor. After processing at the port of entry, the nonresident alien should have the pink copy.

This form indicates the names of the sponsoring school, the activity of the participant, and the dates of the program.)

3. Many countries have income tax treaties with the United States which were developed specifically to encourage the exchange of information and business. Tax treaties allow nonresident aliens to be exempt from U.S. income tax withholding but only if the proper procedures are followed to claim a tax treaty benefit. If there is a tax treaty for the individual's country of residence and there is a provision for "independent personal services", then the Nonresident Alien visitor will need to complete IRS Form 8233 and must have a taxpayer identification number in order to claim a tax treaty benefit. **Contact the Office of Tax Compliance to determine if a tax treaty exists for the individual.** If the Nonresident Alien is eligible for tax treaty benefit, we will not have to withhold 30% income tax from his payment. If the Nonresident Alien visitor is going to be paid an honorarium and he is going to claim a tax treaty benefit and the Nonresident Alien visitor does not have a United States Individual Taxpayer Identification Number, you will need to **immediately take** the Nonresident Alien to the Office of Tax Compliance at Drane Hall Room 106 (or Bob Crosier's office) to help the visitor complete the Form W-7 Application for IRS Individual Taxpayer Identification Number (ITIN). This **must** be done in person
4. The following three pieces of information will need to be sent to the Office of Tax Compliance at Drane Hall 106 at the same time the above information in Section 2 is sent to the Office of International Affairs. Should you have any questions or need to fax the information; the Office of Tax Compliance can be reached at 806-742-3255-Phone or 806-742-0066-Fax).
 - Individual Taxpayer Identification Number (e.g. copy of social security card, ITIN card, or Form W-7 Application for the IRS Individual Taxpayer Identification Number that was obtained from the Office of Tax Compliance or the Office of International Affairs in person).
 - IRS Form 8233 (December 2001) Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual (to determine if this form is needed, contact the Office of Tax Compliance to verify there is a treaty with the nonresident aliens country)
 - Foreign National Information Form (to be completed by the nonresident alien)
5. Please bring all of the previous documentation to the Assistant Director in the Office of Student Services to complete the payment.

If you have questions, please contact HSC Student Services, 806/743-2300.

FOOD EXPENDITURES

No more than two (2) payments for food for meetings per fiscal year will come out of your student organization/specialty clubs' budget allocated by the VP of Finance and approved by the Student Senate. The meetings can either be two (2) in the fall, two (2) in the spring or one (1) in the fall and one (1) in the spring. A \$7.00 per person cap applies based on the RSVP listed submitted. An email sent to pam.prosser@ttuhsc must be submitted at least two (2) business days prior to the meeting which will include: **1) an RSVP list of members that have signed up to attend the meeting, 2) vendor name, 3) contact name; 4) telephone number; and 5) speaker name and topic.** The amount of the reimbursable cost will be based on the number of members that have signed the RSVP list X \$7.00. **Failure to turn in an RSVP list will negate use of student senate funds for that meeting.**

Student Organizations/Specialty Clubs may appeal to the TTUSHC SGA Budget & Finance Committee for awarding of additional funding for events outside the two (2) allowed meetings. Examples of events include, but are not limited to the following:

- a well-known speaker from off-campus
- events that appeal to a larger segment of the HSC populations (beyond the scope of a single student organization/specialty club)
- annual events

****NEW REGULATION**:** State mandates the use of a procurement card whenever possible, therefore your organization needs to comply with the following guidelines.

- Select a food provider that honors MasterCard and will take the credit card number over the phone.
 - Contact HSC Student Services with information prior to the purchase.
 - Payment can be done by either having the vendor contact HSC Student Services @ 806-743-2300 **OR** a representative for the Office of Student Services call the vendor to obtain the necessary information to complete the MasterCard transaction.
 - An itemized receipt, along with the credit card receipt for the purchase of these goods are required and must be submitted to HSC Student Services within 24 hours of obtaining the purchase.
1. No student service fee monies can be used for the purchase of alcoholic beverages.
 2. **Events that are anticipated to exceed \$500 or more MUST HAVE PRIOR approval from the Vice President for Student Services before the event is to occur. (See Attachment G) AND a Preapproval Form, HSC OP 72.13 (Attachment H) 90 days prior to the event. FAILURE TO COMPLY WITH THIS REGULATION MAY JEOPARDIZE FUNDING FOR THE EVENT.**
 3. A "Facilities Use Form" located at <http://www.ttuhsc.edu/student-services/hscfacility.htm> **MUST BE** filled out **AT LEAST 7 BUSINESS DAYS PRIOR TO YOUR MEETING** and turned into HSC Student Services upon reserving the room for your meeting.
 4. Any person attending a meeting and has requested a meal is required to attend the meeting and stay until the meeting ends or until the scheduled time for the meeting has elapsed, whichever comes first.
 5. The officers of the student organization/specialty club are required to enforce the attendance policy as outlined in the food section. The officers shall work to place food lines so that students cannot easily take food and leave the meeting (i.e. have the serving tables funnel into the meeting room, etc.
 6. Dues from off-campus accounts may be used towards the purchase of food for meetings.
 7. **Vendors that do not take the procurement card over the telephone to pay for food will need to be paid for by the organization/club and then reimbursed after the meeting has occurred.**

***Caution: Business meetings MUST include a speaker and agenda if providing food.**

TRAVEL POLICY FOR REIMBURSEMENT BY THE STUDENT SENATE AND HSC STUDENT SERVICES

*****IMPORTANT*****

Failure to abide by these regulations may result in your organization and/or its members assuming full liability for all expenditures, past, present, and future, and will automatically subject your organization to future funding probation.

PRIOR to any travel reimbursement from the SGA Senate, the student organization/specialty club officers shall submit a list of approved travelers to HSC Student Services. The officers are responsible to keep this list current.

*Student Organizations or Specialty Clubs may request special funding from the Senate Budget & Finance Committee. Funding requests must be justified by the organization/specialty club officers. The Senate Budget & Finance Committee will review and award on a case by case basis if the organization/specialty club has exceeded their allocation. Any stipulations for reimbursement to travelers **MUST** be adhered to within the regulations set forth in the Funding Regulations Handbook.*

Student Organizations must submit a list of members that are holding an office at the state and/or national level to HSC Student Services. They are also responsible in keeping this list current.

****NEW POLICY EFFECTIVE 9/1/2012****

In accordance with IRS regulations, effective September 1, 2012, any travel voucher not approved by the Travel Office that is over 60 days old will be taxable to the traveler. The Travel System will calculate based on the trip end date and will automatically record the taxable expense to Payroll.

1. Pursuant to TTUHSC OP 77.08, Student Travel Policy, students are required to fill out the Travel Release and Indemnification Agreement and Authorization for Emergency Medical Treatment Forms (See Attachments E and F) for any travel that is more than 25 miles from the Health Sciences Center **AND** must be submitted to the Office of Student Services before the travel is to occur. **FAILURE TO COMPLY WITH THIS REGULATION MAY JEOPARDIZE FUNDING FOR THE EVENT.**
2. Student service fee monies may be used for travel to conferences or workshops.
3. Your request for travel reimbursement from your allocated funds **MUST** be for travel expenses that are in accordance with your allocation's specific restrictions and the institution's travel policy (OP 79.06). These restrictions are disclosed to your organization at the same time you are informed of the amount of your allocation.
4. Hotel, airline, and rental car arrangements can be made through HSC Student Services if a traveler does not have adequate funding available and cannot wait for personal reimbursements (usually 7-10 days after the Travel Voucher is received in HSC Student Services).

NOTE: The Travel Office of the Health Sciences Center DOES NOT allow for one (1) person to pay for a room shared by more than one (1) person OR for rooms they did not stay in. Each person sharing a room MUST pay for their share of the room at departure from the hotel. The hotel will accommodate this practice and each person MUST get a hotel receipt and turn in the receipt for reimbursement.

5. The Student Senate SUBSIDIZES student travel expenses as follows:
 - a. Lodging at the actual expense up to a maximum of \$85.00 per day per person for In-State Lodging. Contact HSC Student Services for Out-of-State allowances.
 - b. Meals at the actual expense up to a maximum of \$36.00 per day per person.
 - c. Transportation based on the following:

1. Gas expenses if renting a vehicle.
2. State of Texas **WILL NOT** reimburse insurance paid on rented vehicles (OP 82.06 Vol. II).
3. Payment for Contracted Airfare (if contract is in effect. If no Contract is available, then total airfare if traveling by commercial airlines.)
- d. Local telephone calls and long distance calls **WILL NOT** be reimbursed.
- e. If an organization needs early registration fees paid, please contact HSC Student Services.
6. If the traveler is attending the event after they have graduated from TTUHSC, a Travel Voucher **MUST** be filled out prior to graduation. (This is because you need to have a valid e-raider address on file to be reimbursed for travel expenses.)
7. Upon returning from your trip, traveler must complete and submit the "Travel Voucher" form (Attachment D) with all receipts and supporting documents. Signatures of Traveler, Organization/Specialty Club President and/or Treasurer are needed for reimbursement to occur. Failure to sign the form will result in delays for getting reimbursed. **Travel reimbursement must be within the same fiscal year as the travel occurred.**

****Receipts and Support Documentation – All receipts MUST BE the original receipts AND Supporting Documentation MUST include a copy of the workshop or conference's agenda listing dates and times of meetings.****

9. Upon returning from your trip, an organization may be required to make a brief presentation to the Senate.
10. INTERNATIONAL TRAVEL: International Travel must be approved prior to departure date. Reimbursement will not be approved if this is not adhered to. Please check with the Vice President for Student Services at least 3 months prior to any anticipated International Travel for proper procedures to follow.
11. For organizations/specialty clubs that have members from the TTU academic campus, monies can be used to pay for registration to a conference.
12. **On-line booking agencies, such as Orbitz, Priceline, Expedia, Hotels.com will not be reimbursable to the traveler.**

SPECIAL NOTES

Guidelines Concerning Safe Travel Practices.

- a. Each administrative unit approving University-related travel, especially travel that involves students, is encouraged to promulgate guidelines that encourage safe driving and minimize risks of injury during that travel.
- b. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Participation in such off-campus trips and activities is at the students' own risk. If personal injury or accident should occur to students or other persons during such activities, TTUHSC will assume no responsibility, financial or otherwise.
- c. Faculty and staff sponsors and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in off-campus activities.
- d. There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips sponsored by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors may set their own requirements for class work missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.

All travel payments are at the discretion and the organization/specialty club officers' approval.

Additional Rules & Regulations

Use of TTUHSC Logo:

All t-shirt designs, along with any other product that will have the TTUHSC logo MUST be approved by the Office of Communication & Marketing before printing. Submission of these designs can be sent to Pam Prosser @ pam.prosser@ttuhsc. The logo approval will then be sent to the appropriate personnel and notification will be sent once a response is received.

Facilities Use Policies:

- TTUHSC Operating Policy 61.07 must be completed seven university business days prior to the event. (website: http://www.fiscal.ttuhsc.edu/pplant/use_premises.aspx)
- Food policies MUST be followed (see attachment 9/26/03).
- No classrooms are to be used as study areas.
- Doors to the Academic Classroom building will be locked at 5:30 p.m. by the police department (Rooms 260 A-K)
- Doors must not be propped open. Alarm will be set off.
- Temporary collection containers in public areas (see attachment 10/27/03)
- All postings MUST follow HSC OP 61.03.

TTUHSC Food Policies for Classroom Updated 9/6/03

1. All catered events **must** complete Form **HSC OP 61.07a** seven university working days prior to an event and submitted to the Vice President for Student Services for approval.
2. Responsible groups hosting any meal event **must** clean up immediately after the event. If the responsible group fails to clean the room and housekeeping or classroom support cleans the rooms, **a fee will be charged.**
3. No coffee machines are allowed in classrooms.
4. No bins for recycling are allowed in classrooms.
5. No food serving tables will be set up on the stage area of classrooms.
6. **No** heated appliances or service trays with burners will be:
 - permitted unless sponsored by a TTU or HSC department.
 - placed on permanently installed tables or classroom tables.Boxes or sack lunches are preferred.
The classroom tables will not be used as a serving surface for food.
7. Meals served on china are only allowed in the following rooms: 2B480, 2B485, 2B152, ACB250, ACB260E, and ACB260F. Tablecloths are required when china is used.
8. The following rooms have counters that can be used for serving food: 2B480, 2B485, 2B152, and 5A101, and the following rooms have serving tables in them: 2C103, 2C225, 5BC200, and 5BC201.
9. Tables must be cleaned after each event and cleaning supplies will be located in the kitchen. Contact Classroom Support for access to the kitchen at 743-2288.
10. Responsible groups hosting any meal event must clean up immediately after the event. If the responsible group fails to clean the room and housekeeping or classroom support cleans the room, **a fee will be charged.**
11. Weekend events involving meals will require housekeeping personnel for a minimum of two hours. There is a charge for this service.
12. No food or drink is allowed in the lab.
13. Spills should be reported to Housekeeping at 743-2060 so that the appropriate cleaning may be done.

Policy for using the Courtyard at TTUHSC

1. All requests to use the courtyard must follow the guidelines established in HSC OP 61.07. The form HSC OP 61.07a must be completed seven (7) days prior to an event and submitted to the Vice President for Student Services (website: http://www.fiscal.ttuhsu.edu/pplant/use_premises.aspx)

Policy for Use of Temporary Collection Containers in Public Areas

The purpose of this policy is to establish requirements for collection containers that will be used for clothing and food drives within the Texas Tech University Health Sciences Center.

REQUIREMENTS:

- Must submit a list of phone numbers of individuals responsible for collection of the items and removal of the containers when the event has concluded.
- Must identify location of all containers and the length of time the container will be at the location.
- Must submit a schedule of weekly collection times.
- Container must be plastic and be labeled with name of collection drives and any pertinent information. *HSC Student Services has purchased collection containers that student organizations can utilize.*

Policy for Use of TouchNet

The purpose of this policy is to establish requirements for creation of a TouchNet website to collect monies for an event hosted by the organization/specialty club.

Requirements:

- Notification sent to the Office of Student Services of proposed event that will be collection monies. (initial event planning stages)
- Notification sent to Student Services for the implementation of a TouchNet web site 2 weeks prior to requested date for registration to begin.

TouchNet is the on-line payment system that TTUHSC utilizes for student organizations/specialty clubs to receive payments for hosted event.

Change in Taxability of Snack Items

Due to a change in law effective Sept. 1, 2013, snack foods are exempt from sales tax, unless they are sold through a vending machine or in individual-sized portions. Snack foods sold through a vending machine or in individual-sized portions are taxable – it doesn't matter where they are sold or if eating facilities are provided by the seller.

Snack foods include:

- Breakfast bars, granola bars, nutrition bars, protein bars, sports bars or yogurt bars, unless they are labeled and marketed as candy;
- Snack mix or trail mix;
- Nuts, unless candy-coated;
- Popcorn; and
- Chips, crackers or hard pretzels.

Candy, gum and soft drinks are not considered snack foods for sales tax purposes and are taxable regardless of the portion size.

An individual-sized portion is labeled as having not more than one serving; or, if the package does not specify servings, contains less than 2.5 ounces.

This change was created by Senate Bill 1151 (83rd Regular Legislative Session), which amended Section 151.314 of the Texas Tax Code.

APPENDIX A

FUNDING CONTRACT

The Texas Tech University Health Sciences Center Student Organization/Specialty Club (full name)

_____ has applied for Student Government Association funding for the 2013-2014 fiscal year. In requesting these funds, the aforementioned organization, the undersigned, and their predecessors and successors in interest (hereafter referred to as "we") agree to abide by any restriction and requirements placed on them by the Student Government or its Senate Committee on Budget and Finance. In addition, we have read and fully understand the current **Funding Regulations Handbook** and agree to abide by the rules stated therein. **Should our organization/club receive funding, we realize that we will be held responsible for spending our allocation in accordance with the Funding Regulations Handbook and that our organization must receive a copy of this handbook from the Student Government Association Office or online at <http://student.ttuhsu.edu/sga>. Failure to do so may result in the withholding of our funds for the 2013-2014 fiscal year.** We understand our failure to follow these or any additional restriction, requirements, or regulations promulgated by the Student Government Association or its Senate Committee on Budget and Finance, may result in our organization losing its funding and assuming full liability for any and all of its expenditures, regardless of whether the Student Government Association has reimbursed our organization for prior expenditures.

Signed:

President (print)

President (sign)

Date

Treasurer (print)

Treasurer (sign)

Date

University Advisor/Sponsor (print)

University Advisor/Sponsor (sign)

Date

TTUHSC STUDENT ORGANIZATIONS/SPECIALTY CLUBS – SLATE OF OFFICERS 2013-2014

Name of Organization/Club: _____

Mailing Address: _____

Meeting Information

Time: _____ Day: _____

Place: _____ # per month: _____

Officer Information

President's Name: _____

Address: _____

Phone: _____ E-Mail: _____

Vice President's Name: _____

Address: _____

Phone: _____ E-Mail: _____

Secretary's Name: _____

Address: _____

Phone: _____ E-Mail: _____

Treasurer's Name: _____

Address: _____

Phone: _____ E-Mail: _____

Other Officers: _____

When are Officer elections held? _____

Faculty Advisor: _____

Submitted by: _____

Return to HSC Student Services, Room 2C400

APPENDIX B

**REQUEST FOR ADDITIONAL FUNDING
SPECIAL PROJECTS FUND**

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Student Senate**

Organizations are sometimes faced with unexpected expenditures or unforeseen circumstances for which they have not budgeted and have no source of funding. Under such circumstances, the organization has the option of applying for additional monies from a "Special Projects" account set up to contain the unspent balances of the prior year's budgets. Student Organizations/Specialty Clubs are required to complete the Request for Additional Funding and submit it to the Senate Budget & Finance Committee through the SGA Vice President of Finance. **In addition, the requesting organization needs to submit an itemized budget estimating expenditures (include supporting documentation).** All requests must follow funding guidelines as outlined in the Funding Regulations Handbook and must be approved before awarding monies; the Senate Budget & Finance Committee will make a recommendation to the Student Senate which will approve or disapprove the request.

Student Organization/Specialty Club _____

Fund Raising monies: \$ _____

Amount Requested: \$ _____ Current Organization/Club Account Balance \$ _____

Justification for Additional Funding:

Community Service Project (three (3) required; please include dates:) _____

Requested by: _____
Organization/Club President

E-Mail and Phone Number

Requested by: _____
Organization/Club Treasurer

E-Mail and Phone Number

Dated: _____

FOR SENATE USE ONLY:

Date of Senate appearance: _____

Approved: _____

Disapproved: _____ Reason: _____

Stipulation: _____

Signed by: _____ Date: _____
Chairperson, Senate Budget & Finance Committee

****A copy of the completed form must be submitted to HSC Student Services by the SGA Vice President of Finance.**

**GENERAL REIMBURSEMENT FORM
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
STUDENT SENATE**

ORGANIZATION/CLUB _____ DATE _____
ADVISOR _____ PHONE # _____

Office Supplies:

\$ _____ What was purchased: (Please be specific:) _____

HSC Mail Services:

☐ Postage ☐ Other _____
(Explanation of services)

HSC Swift Print:

☐ Copies ☐ Transparencies ☐ Copy Card ☐ Other _____
(Explanation of services)

HSC Printing Center:

☐ Invitations ☐ Envelopes ☐ Other _____
(Explanation of services)

Event:

\$ _____ Description of expenditures: _____

Registration:

\$ _____ Conference Description: _____

Other:

\$ _____ Description: _____

\$ _____ Reimbursement: Individual/Organization/Club W-9: _____ Attached _____ On File
\$ _____ Individual Limit as determined by Organization/Club

PLEASE PROVIDE THE FOLLOWING:

Name of Payee: _____ Banner R #: _____
Address: _____
E-Mail Address: _____ Phone #: _____
President's Authorization: _____ Treasurer's Authorization: _____
Advisor's Authorization: _____ (Optional)

Reminder to Organization

Attach **ALL** original receipts, invoices, or other supporting documentation. All reimbursements require a completed W-9 Taxpayer Identification Number form, either attached or on file. Only students who have paid student service fees may be reimbursed with student service monies for expenditures. HSC Student Services will verify the accuracy and validity of the accompanying documentation prepare actual payment vouchers and submit to the TTUHSC Office of Accounting Services for reimbursement.

****IMPORTANT** REIMBURSEMENT FOR FOOD OR REFRESHMENTS FROM STUDENT SERVICE FEE MONIES MUST BE SUBMITTED FOR APPROVAL TO HSC STUDENT SERVICES PRIOR TO THE EVENT.**

STUDENT ORGANIZATIONS/SPECIALTY CLUBS CONTRACT FOR SPEAKERS
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
STUDENT SENATE

Speaker's Name	Presentation Date
Social Security Number	Sponsoring Organization/Club
Home Address	City
	State
	Zip

Presentation Topic (Please be specific) _____

Audience _____

*Fee \$ _____

*Speaker fee must be submitted for processing prior to event.

Reimbursement for:

Travel	\$	
Hotels	\$	
Meals	\$	
TOTAL PAYMENT	\$	

(Attach all original receipts and W-9)

Reimbursement/Payment to be made to: _____

(Organizations/Clubs can only be reimbursed for speaker's meals)

 Speaker's Signature

 Date

 President's Signature

 Treasurer's Signature

Reminder to Organization/Club

- A "Contract for Speakers" form must be completed and submitted to the Vice President for Student Services 30 days prior to the speaker event.
- A completed W-9 form for the speaker must be attached.
- Only speakers can be reimbursed for speaker fees (based on Form 1099 of the IRS).
- Student service monies can be used to reimburse the speaker for meals personally incurred in conjunction with a presentation made to the organization. Any food expense (banquets, reception, etc.) will not be reimbursed.
- Additional speaker costs i.e. travel, meals, hotel will be reimbursed following the event.
- Original receipts must be submitted to HSC Student Services.

**TRAVEL APPLICATION/VOUCHER
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
STUDENT SENATE**

Organization/Club Name _____ Date _____

Traveler's Name _____ Banner R# _____

Address _____ Phone _____

E-Mail _____

Address _____ Destination _____

Depart From _____ Date _____

Time _____ am/pm

To _____ Return Date _____

Time _____ am/pm

Trip Purpose _____

TRAVEL EXPENSE ITEMIZATION

Airfare: Airline _____ \$ _____ **Reimbursement Limit** _____
 Set by Organization/Club

Hotel _____ Days @ _____ \$ _____

Mileage _____ Miles @ _____ \$ _____

Meals _____ Days @ _____ \$ _____

Rental Car _____ Days @ _____ \$ _____

Taxi _____ Trips @ _____ \$ _____

Other _____ \$ _____

Total Trip Expense \$ _____

Traveler's Signature _____

President's Signature _____

Treasurer's Signature _____

REMINDER TO ORGANIZATION

- All travel receipts must be submitted to HSC Student Services within thirty (30) days of travel.
- Please attach all original receipts and supports documents.
- Allowable travel expenses and required documentation for reimbursement can be obtained at HSC Student Services.
- If you have any questions, please contact HSC Student Services at 743-2300.

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
TRAVEL RELEASE AND
INDEMNIFICATION AGREEMENT**

As a student of the Texas Tech University Health Sciences Center (TTUHSC)
 _____(organization), I have the opportunity to participate in the
 _____(activity) located in
 _____(city), _____(state), from _____(date) through
 _____(date).

I, the undersigned, am aware of the dangers associated with travel by motor vehicle, or other conveyance, and the possibility of injuries or death while in transit.

In consideration of being allowed to attend the above mentioned activity, I, the undersigned, do hereby release, indemnify and hold harmless Texas Tech University Health Sciences Center, its Board of Regents, all the University's officers, advisors, agents, and employees, as well as the officers, advisors, sponsors and employees of the _____(name of group sponsoring trip) from any and all liability due to injuries, damage, or death arising or resulting from any act or omission, negligent or otherwise, of said Texas Tech University Health Sciences Center officers, advisors, agents, and employees and other officers or members of the _____(name of group sponsoring trip), or any other person or other participant in said activity while attending the activity or while in transit to and from the activity. The terms hereof shall also serve as a release and an assumption of risk for my heirs, executor and administrator, and for all members of my family and may be pleaded as a bar to litigation.

I agree to indemnify and hold Texas Tech University Health Sciences Center, its Board of Regents, and all of the University's officers, agents, and employees harmless from and against any and all personal injury or damage to property.

I am above the age of 18 years and have read this Release and Indemnification Agreement and accept its terms.

 Signature of Applicant Date

 Signature of Witness Date

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
AUTHORIZATION FOR EMERGENCY
MEDICAL TREATMENT**

I, _____ (*Name*), am a student at Texas Tech University Health Sciences Center (TTUHSC) and hereby give TTUHSC, its representatives, agents, or other responsible party who is a member of _____ (*Organization, Sponsoring Group*) to seek emergency medical treatment on my behalf in the event I should be injured while participating in a TTUHSC activity which is organized, sponsored, and/or funded by TTUHSC and involves the travel of at least twenty-five (25) miles from the TTUHSC campus.

I hold TTUHSC, its representatives, agents, or other responsible party who is a member of _____ (*Organization, Sponsoring Group*) harmless from any liability, negligent or otherwise, with regard to seeking emergency medical treatment on my behalf. I am at least 18 years of age, have read and fully understand this agreement and am voluntarily requesting emergency medical treatment on my behalf in the event of such need.

Signature of Student Date

Signature of Witness Date

Event ID: _____
(Assigned by Purchasing)**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

Pre-Approval Form for Official Functions (Required for Event Expense ≥ \$500)

(Includes Institutional Receptions, Retreats, Retirement Receptions,
Graduations, Holiday Events, and Departmental Gatherings)**1. TOTAL ESTIMATED COST OF EVENT**

By Category: Food _____

Entertainment _____

Decorations _____

Facility Cost _____

Other (detailed) _____

Total Cost \$ _____

2. PURPOSE (A business purpose that serves the institutional mission is required.)

3. DATE AND LOCATION OF EVENT

4. REQUESTOR NAME _____**E-mail Address** _____ **Phone** _____

This form should be mailed to Purchasing, STOP 9021, Lubbock. Upon receipt of the approved form, Purchasing will e-mail the Event ID back to the requestor. Payments transactions (POs, Direct Pay and credit card charges should reference the event ID).

5. APPROVALS

Approvers have determined that the expenses for this event have a business purpose, serve the institution's mission and are appropriate and reasonable considering budget and financial priorities.

Approvals are required if the event total equals \$500 or more. The Department Head and one of the following signatures is required 90 days in advance: President, Dean, Regional Dean or Vice President for the respective area.

Signature of Department Head_____
Date

Signature of President, Dean, Regional Dean or Vice President

Date