



UNIVERSITY OF  
**GEORGIA**

Student Affairs

# **Student Activity Fees for Schools & Colleges**

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**Processes, Tips, & Reminders**

# **Establish a Committee**

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- Each School or College should have a committee of Students, Faculty, and/or Staff to review student organization requests for Student Activity Fee funding
- Each Committee must be compromised of at least 50% students
- Any requested funds that are to be used for graduation expenses must be presented as part of the proposal to the committee



# Organization Registration

- All student organizations must register with Engagement, Leadership, & Service (ELS) each year to qualify for funding
- ELS Contact Information:  
102 Tate Student Center  
Phone: 706-542-6396  
Email: [ugaels@uga.edu](mailto:ugaels@uga.edu)
- For new registrations or to re-register, please visit:  
<https://els.uga.edu/new-organization-registration-resources/>
- Organizations with Agency Accounts and Student Activity Fee Accounts must be in good financial standing before registration can be completed



# Allocation Requests

- Once each school/college receives their Student Activity Fee (SAF) Allocation Letter from the Student Affairs Business Office, students can begin submitting their Allocation Request Forms
- The Allocation Request Form can be found here:  
<https://studentaffairs.uga.edu/dos/business-office/saf-allocation-request/>
- Please ensure students use current information when filling out these parts:
  - Major Officer
  - Telephone
  - UGA Email
  - Advisor Name & Advisor Email
- If a new faculty/staff member needs to receive copies of the Allocation Request Forms, please email [aae84489@uga.edu](mailto:aae84489@uga.edu)



# SAF Food Policies

- Food purchases should be no more than 20% of total allocated SAF funds
- If an organization generates additional income, they can spend 100% of the earned revenue on food
- Please remember that all reimbursements should be submitted no later than 2 weeks after the event
- Food purchases must be under the allowable Per Diem rates:

Eligible Meals	Standard Per Diem Rate
Breakfast	\$13.00
Lunch	\$14.00
Dinner	\$23.00



# SAF Student Travel

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- Travel expenses should be no more than 10% of the SAF Allocation (this does not include registration fees)
- Travel must be pre-approved by the Student Affairs Business Office
  - Students should first consult their School or College before making travel plans
  - All Student Travel Forms must be submitted **2 WEEKS** prior to travel
  - Submit forms to [aae84489@uga.edu](mailto:aae84489@uga.edu) via UGA Sendfiles (sendfiles.uga.edu)
  - Student organizations will be notified once travel is approved
  - Please visit our website for more student travel information:  
<https://studentaffairs.uga.edu/dos/business-office/student-travel-information/>



# Reimbursement Tip

- Students (both graduate and undergraduate) must pay their Student Activity Fees to be eligible for travel reimbursements from an allocated account
- We will check 81x numbers to verify that they are fees paid students for the following items:
  - Travel expenses (including transportation, lodging, etc.)
  - Registration fees (such as conferences, workshops, etc.)
  - Activities requiring individual entry fees (such as event tickets, etc.)



# Allowable Purchases

- Allowable purchases with Student Activity Fee Funds include; advertising, campus services, decorations/flowers, entertainment/speakers, small value equipment (must be stored on campus), food, promotional items, honorariums, marketing, postage/ mailing, registrations, rentals, software, and more.
- Equipment should be less than \$100 and must be purchased through UGAmart
- Promotional Items (shirts, cups, pens, flyers, stickers, etc.) should be less than \$30 per unit/item and must be purchased through UGAmart. A maximum of 10% of the groups allocation can be spent on promotional items.
- Please refer to the Student Activity Fee Guidelines for additional information:  
<https://studentaffairs.uga.edu/wp-content/uploads/2023/01/Activity-Fee-Guidelines-January-2023.pdf>





# Unallowable Purchases

The following items are **not** allowed to be purchased with Student Activity Fees:

- Appliances
- Application Fees
- Commencement Regalia
- Donations to Charitable Organizations
- Gasoline for Personal Vehicles
- Gifts for Faculty, Staff, and Student Employees
- Groupons
- Headphones/Earphones
- Mileage Reimbursements
- Professional License Renewals

Please refer to the Student Activity Fee Guidelines for additional information:

<https://studentaffairs.uga.edu/wp-content/uploads/2023/01/Activity-Fee-Guidelines-January-2023.pdf>



# Allowable & Unallowable Expense Matrix

[https://onesource.uga.edu/resources/allowable\\_expenditures\\_by\\_fund/](https://onesource.uga.edu/resources/allowable_expenditures_by_fund/)

- Please use this matrix for additional information regarding allowable expenditures by fund type
- Student Activity Fees are Fund 13000
- Agency Accounts are Fund 60000



# Student Affairs Business Office Website

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<https://sabo.uga.edu>

- Please visit our updated website to find information about:
  - Ticketing
  - Membership Dues, Merchandise Sales, Donation Revenue
  - Making Deposits
  - Financial Information for Student Organizations (including student travel, fundraising, food policies, UGAmart, reimbursements, and more)
  - Forms
  - Student Activity Fee Guidelines



# Contact Us

Student Affairs Business Office

Located 126 Tate Center

Email us at [SABO@uga.edu](mailto:SABO@uga.edu)

Call us at 706-542-8514

Website: <https://sabo.uga.edu>

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Aidan Carter – **Accountant**  
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# Thank You

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