Establish a Committee

- 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
• 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
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:

<table>
<thead>
<tr>
<th>Eligible Meals</th>
<th>Standard Per Diem Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$13.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$14.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$23.00</td>
</tr>
</tbody>
</table>
SAF Student Travel

• 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** via UGA Sendfiles (sendfiles.uga.edu)
  • Student organizations will be notified once travel is approved
  • Please visit our website for more student travel information:
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.
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:

Allowable & Unallowable Expense Matrix

https://onesource.uga.edu/resources/allowable_expenses_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

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
Call us at 706-542-8514

Website: https://sabo.uga.edu

June Windate – Business Manager II
jwind@uga.edu 706-542-8545

Susan Nixon – Accountant
(Primary Contact for Petty Cash and Deposits)
susan.nixon@uga.edu 706-542-1044

Becca Sattler – Accountant
(Primary Contact for Agency Accounts)
rebecca.roberts25@uga.edu 706-542-8548

Aidan Carter – Accountant
(Primary Contact for Student Activity Fee Allocations)
aae84489@uga.edu 706-542-8514
Thank You