



UNIVERSITY OF
GEORGIA

Student Activity Fee Training for Schools and Colleges

Student Affairs Business Office
Summer 2023

Student Affairs Business Office

Provides financial management services to registered student organizations

We oversee the allocation of Student Activity Fees, we assist student organizations to manage their Agency Accounts, and we provide accounting services for administrative units within Student Affairs.



Student Activity Fee

\$78

**Paid by the students of the
University of Georgia**

**Dedicated to Student Programming and
Operational Expenses associated with
programs and services to enhance all
aspects of student life at UGA**



Allocation Process



Receiving Funding

Student Activity Fee Allocations for Schools and Colleges are subject to available Student Activity Fee funding. Final approval of allocations for Schools and Colleges is made by the Vice President for Student Affairs.

Each individual School and College receives funding for undergraduate and graduate level student activities based on enrollment value from the prior fiscal year. Information is emailed to the dean and an administrative contact from each school or college.

Any registered Student Organization may request Student Activity Fee funding. Each organization must be registered with Engagement, Leadership, and Service (ELS). This is requirement that must be completed annually.



Allocation Submissions

Individual Organizations fill out the request submission on the Student Affairs Business Office website which each school and college will receive a copy of via email

Each individual School and College has their own unique process which they determine is best to allocate their funds to each individual student organization who submits a request

Once the committee has determined the appropriate allocation for each organization, this information is sent to the business office



Allocation Submissions

September 15, 2023

1. Written Description of the Allocation Process

2. A brief narrative on the composition of the committee

3. Detailed Excel Spreadsheet with the following:

- ✓ Name of Student Organization listed exactly as they are registered
- ✓ The Organization's Department ID
- ✓ 2024 Allocation Amount with Whole Numbers
- ✓ Name and Email of Student Organization Advisor
- ✓ Name and Email of Two Approvers for this Department ID in OneSource (Must have a valid MyID)



What should you provide to the student organization?

Any guidelines or handbooks that are specific to your school/college

Example copies of financial forms

Student Activity Fee Guidelines

STUDENT ACTIVITY FEE GENERAL GUIDELINES The University of Georgia

1. Each student organization requesting funding must supply requested information in a process developed by the Student Affairs Business Office.
2. Any registered student organization may request Student Activity Fee funding. Categories of clubs and organizations have been established with different request processes and operating procedures in order to accommodate the diversity of size, complexity and purpose of the various campus organizations and programs. Each club or organization requesting funding should submit a budget proposal to the appropriate office and must comply with the request process established by the applicable recommending committee.
 - a. Academically-related clubs and organizations should obtain Student Activity Fee Budget Requests packets from the office of the dean of their respective school or college. Graduate student organizations should apply through the school or college that directs the program of study. Organizations must follow the request dates and any specific funding guidelines established by the school/college committee.
 - b. Programs and activities with campus-wide program emphasis and non-academically related clubs and organizations not included above will follow procedures established by the Student Activity Fee Allocation Committee. Funding requests must be submitted through the Student Affairs Business Office located in Tate Student Center Suite 126. Organizations that have not received funding in the past must apply to the One-Time Allocation Fund and/or the Student Affairs Diversity Fund for two consecutive years prior to submitting a request to the Student Affairs Business Office in order to verify and develop a budget. The organization must be willing to comply with all of the general guidelines described elsewhere.
3. Programs and activities funded in whole or in part by Student Activity Fees must be open to any interested student.
4. Student Activity Fee programs that are charitable, educational, or of benefit to the campus community must be open to all students.
5. Student organizations requesting funding must have a faculty advisor.
6. All organizations requesting funding must receive a Student Activity Fee Allocation Committee permit to have a Student Activity Fee account.
7. Any allocated or unexpended funds must be used for the purpose of the program for which they were allocated.
8. Unexpended funds must be accounted for.
9. All expenditures must be supported by receipts.



Student Affairs Business Office Food Purchase Justification Form

Name of Event: _____ Event Date: _____
Organization Name: _____ Time Food Served: _____
Event Location: _____

Type of Activity:
 Student Event Contract Hospitality Educational Meeting
 Employee Group Meal (must have VP approval) Business Meeting Volunteer Event

Participants: Students Volunteers Employees Non-Employees
 Student Activity Fees Agency/Custodial Funds Foundation Funds

Funding Source: _____ Total Food Cost: \$ _____
Number of Participants: _____ Is this within per diem? (Yes/No) _____
Cost per Person: \$ _____ (see UGA Meal Per Diem Limits below)

If not within per diem, please explain: _____

UGA Meal Per Diem Limits:	Breakfast	Lunch	Dinner
Eligible Meals	\$13.00	\$14.00	\$23.00
Allowable Per Diem (cost per person)			

Per diem does not apply to student organizations with Agency/Custodial Accounts.
Individuals using Student Activity Fees may be responsible to pay for meals exceeding per diem.

Method of Payment: Payment Request Petty Cash GL Journal UGAmart

Briefly State Purpose of Having Food at this Event: _____

Signature of Employee/Officer Responsible for Account: _____
Date: _____

Requested in accordance with those programs. All Fellowship/Travel expenses for non-employees and Administration employee travel reimbursement policy.

Clear Form

Accounts Payable
Finance & Administration
UNIVERSITY OF GEORGIA
Non-Employee Payment Form
Click here for guidance on paying an individual

1. Payee Name: _____
2. Payee Address: _____
3. University assigned Vendor Number (VN): _____
4. Is Payee a US Citizen or Permanent Resident? Yes No
5. Is the individual going to receive a fee for services associated with this visit? Yes No
6. Is this individual currently enrolled as a student at UGA? Yes No
7. Has the individual been employed by UGA within the last 24 months? Yes No
8. Business Purpose: _____

Print Form

Deposits

Student Affairs Business Office Deposit Transmittal Form

Deposit Information:

Date: _____

Name of Person Making Deposit: _____

Email Address for Deposit Receipt: _____

Reason for Deposit:

Membership Fees/Dues Donations

Item Sales (ex: tee-shirts) Event Ticket Sales

Item: _____ Event: _____

Other: _____

Funds Deposited:

Total Cash & Coins \$ _____

Total Checks \$ _____ Number of Checks: _____

Total Credit Card \$ _____

Deposit Total \$ _____

Account Information:

Name of Organization: _____

Detail Deposit Code: _____ Department ID: _____

Questions? Please email the Student Affairs Business Office at SABO@uga.edu and we will be happy to help!

- When an organization generates their own revenue, they are able to come and deposit that money.
 - Monday – Friday 9:00 AM – 4:00 PM
- Funds can be deposited via check, cash, or credit card along with the Deposit Transmittal Form
- Deposits for these two accounts should only be made in the Student Affairs Business Office

Fundraising

Sell Tickets to Events or Programs

Collect Donations

Collect Membership Dues

Host a Percentage Night with a Local Business

Sell Merchandise

Bake Sales, Car Washes, Auctions, and more!

Fundraising on campus must be approved by Engagement, Leadership, and Service (ELS) via a fundraising request form



OneCard Office Sales

- Funds generated are directly deposited into the organization's account by the Student Affairs Business Office
- Fill the Event Request Form out and submit to tickets@uga.edu
- Online portal is set up for purchasing

Event Request Form

Form must be submitted at least 10 days prior to event.

Organization: _____ We receive Student Activity Fee (SAF) funding.
 Contact Name: _____ Email: _____
 Advisor Name: _____ Email: _____

Event Information:

Event Name: _____
 Venue Name: _____
 Total Capacity: _____ Event Date: _____
 Event Time: _____ Door Time: _____

Staff Request: Staff request is for a minimum of 3 hours; charges of \$15/hr per worker applies.

Number of Staff Needed: _____ (Min 2)

Arrival Time: _____ Dismissal Time: _____

Scan IDs Wristband
 Scan Electronic Tickets Crowd Control
 Sell Tickets Other: _____

Ticketing Options:

Attendance Count
 Validation Scanning for SAF
 Online Tickets Pre-Sales
 Printed Tickets Pre-Sales
 Tickets Sales at the Door of the Event

Tickets Delivery Method:

List of Attendees
 Mobile Tickets
 Printed Tickets (Will Call)
 Print-at-Home Tickets (PDF)

(Note: To learn more about these options, go here.)

Price Type	Advance Price	Day of Price	Qty of Tickets Available (if applicable)	On-Sale Date/Time	Off-Sale Date/Time

Additional Notes:

Please submit form to tickets@uga.edu

Business Office Use Only:	Approved By: _____
Fund: _____	Revenue Detail Code: _____
Dept ID: _____	Tax Detail Code: _____

Fund Recall

- As of June 30 of each fiscal year, all funds allocated AND deposited in the Student Activity Fee Allocation will be recalled to the Student Activity Fee Reserve and Surplus Account
 - To avoid generated revenue which was deposited to be recalled, open an Agency Account!

Agency Accounts

- A special University account available to officially registered student organizations with income that is usually generated from dues, donations, fundraising activities, and ticket sales.
- Students are in sole control of the funds and should not be advised on how their funds should be spent – they earned these themselves!
- Completion of an Agency Account packet may be sent to Becca Sattler (rbr09101@uga.edu)

Funds roll over from year to year!

Purchasing



What are you purchasing?

Does the purchase fall in compliance with the Student Activity Fee Guidelines?

What method will we use to purchase this?

What documents do I need to make this purchase?

What are you purchasing?

- ✓ Must be an allowable purchase per the Student Activity Fee Guidelines
 - ✓ Purchase must be for the purpose of Student Programming
- ✓ Cannot advance or benefit an individual student's academics or career



What method will the purchase be made?

UGAmart

Reimbursement

Invoice

Student Activity Fee Allocations for Schools and Colleges are not eligible to use Petty Cash or a P-Card to make purchases



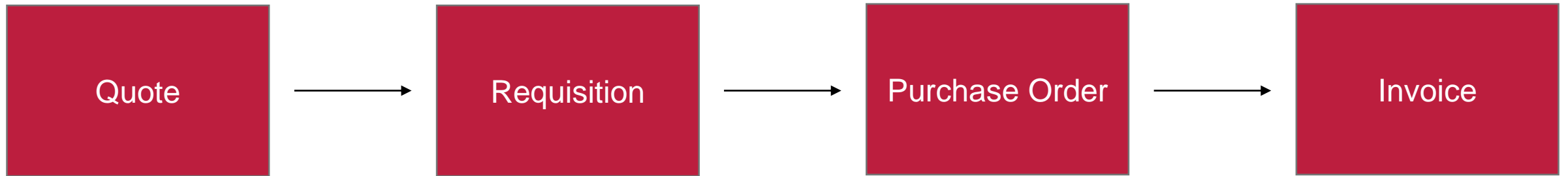
UGAmart

We ALWAYS encourage everything to be purchased through UGAmart when possible.

Here are items that absolutely have to be ordered through UGAmart when using Student Activity Fee funding:

- Equipment
- Annual recognition
- Promotional items
 - Apparel
- Anything over \$2500 for eVerify purposes

Just because a supplier is not registered in the Accounts Payable System does not give good justification for why the purchase was made outside of the guidelines



UGAmart Lifecycle

Midwest Global Group, Inc.

3015 E NEW YORK ST
SUITE A2, NO. 129
AURORA IL 60504

Quotation

Date	Estimate #
2/27/2023	97

What should be listed on the quote?

Name / Address

Hairy Dawg
University of GA
45 Baxter Street
Athens, GA 30601

✓ Company Name and Address

✓ Student's Name

✓ Itemized Description of Items

Description	Qty	Rate	Project	
			Total	
MG31-Class of 2023 Symbolic Stole	6	23.95	143.70T	
Shipping/Handling		9.00	9.00	
Subtotal			\$152.70	
Sales Tax (0.0%)			\$0.00	
Total			\$152.70	

✓ No Tax Listed



Requisition

Supplier must have chosen the option to accept purchase orders when they registered as a supplier

Once a quote is obtained, you will enter the requisition into UGAmart for the supplier

After all of the necessary approvals are processed, the order will turn into a purchase order

Purchase Order

A Purchase Order is a binding agreement between the supplier and The University of Georgia guaranteeing payment after goods or services have been received

Once the goods or services have been received, the supplier can be paid upon invoice



Order# 89522
https://store.psichi.org
Date: Thursday, April 6, 2023



Billing Information:
Company: University of Georgia
Name: Hairy Dawg
Phone: 706-542-8514
Address: 145 Baxter Street.
Athens, Georgia 30602
United States

Shipping Information:
Company: University of Georgia
Phone: 706-542-8514
Address: 45 Baxter St.
Athens, Georgia 30602
United States

Shipping method: USPS Priority Mail®

Payment method: Check / Money Order

Product(s)

Name	SKU	Price	Qty	Total
International Honor Cord	GR-CORD	\$17.25	40	\$690.00

Sub-total: \$690.00
Shipping: \$14.70
Tax: \$0.00
Order total: \$704.70

Psi Chi, The International Honor Society in Psychology
651 East 4th Street, Suite 600
Chattanooga, TN 37403

*If paying by check please include the order number on your check as well as a copy of the invoice. Advertisement orders may have special terms and will be based upon the original contract agreement.

What should be listed on the invoice?

- ✓ The word 'Invoice'
- ✓ Company Name and Address
- ✓ Student/Student Organization Name
- ✓ Itemized Description of Items

- ✓ No Tax Listed



1. Register as a Supplier
2. Reimbursement Form
3. Non-Employee Payment Form
4. Copies of original itemized receipt with proof of payment

IF your purchase includes food, drinks, or anything consumable:

5. Food Justification Form
6. Flyer/Email/Agenda or Social Media Post of Event

Any additional information that your school or college may require is allowable, however, we cannot enforce those requirements

Reimbursement Checklist

- We are able to pay by invoice directly to the vendor via payment request
- This should be completed AFTER the goods or services are delivered

Invoice

Registering as a Supplier

- We have a [PowerPoint Guide](#) on our website!
- Businesses who need to be paid via UGAmart should register as a supplier and choose to accept purchase orders
- If any changes need to be made, Ashley Burgess should be contacted by the supplier



Expense Reports

- Expense Reports should not be submitted using Student Activity Fee funding UNLESS they are pre-approved by the Student Affairs Business Office.
- Graduate Students or Graduate Assistants who may be paid by the University of Georgia are considered students when being reimbursed from Student Activity Fee funding and therefore should be paid via payment request, not via expense report.
- Approvers for transactions are important to know so I know who to manually insert!




Payment Requests

Step 1 of 4: Summary

Attachments (0)

*Business Unit 
University of Georgia

*Invoice Number

*Invoice Date 

*Cost Sub-Total

Total Amount 0.00

*Currency 

Description

Notes/Comments

254 characters remaining

If there are multiple invoice/receipt numbers, the invoice number should say 'Multiple Invoices/Receipts'

If there are multiple invoice/receipt dates, the invoice number should be the date of the event



Non-Employee Payment Form: Services Rendered



Clear Form



Print Form

Non-Employee Payment Form

[Click here for guidance on paying an individual.](#)

1. Payee Name: Hairy Dawg
2. Payee Address: 45 Baxter Street Athens, GA 30602
3. University assigned Vendor Number (VN): 10706706706
4. Is Payee a US Citizen or Permanent Resident Yes No If no, [Click here for requirements.](#)
5. Is the individual going to receive a fee for services associated with this visit? Yes No
6. Is this individual currently enrolled as a student at UGA? Yes No [Why ask this?](#)
7. Has the individual been employed by UGA within the last 24 months? Yes No [Why ask this?](#)
8. Business Purpose: To Provide an Honorarium on how to be the best Hairy Dawg

Payment Categories (please select all that apply)

Payment for services rendered \$ 250.00
 (limited to \$2499.99 or less for physical services with [some exceptions](#))
 Date(s) services performed 5/11/2023
 Describe type of service performed Honorarium

Reimbursement of valid University expenses incurred
 Date(s) travel occurred _____
 _____ miles at _____ /mile (click here for [current mileage rates](#)) \$ _____ 0.00
 _____ days of full per diem _____ per diem rate (click for [per diem rates](#)) \$ _____ 0.00
 First day of travel per diem rate \$ _____
 Last day of travel per diem rate \$ _____
 Other expenses (receipts required) \$ _____
 Fellowship or Training Grant Stipend \$ _____
 Research Participant Support [What is this?](#) \$ _____
 Compensation (Incentives) to Research Subjects [What is this?](#) \$ _____
 Grand Total \$ 250.00

Signature of Payee Hairy Dawg Date 5/12/2023
 (not required if invoice attached)

Fellowship or Training Grant Stipend disbursements are requested in accordance with those programs. All Fellowship/ Stipend payments are potentially taxable; ultimately the taxability depends on individual taxpayer circumstances. Other services outlined above were purchased in accordance with provisions of the University's Finance and Administration Policies and Procedures. Additionally, for any reimbursement of travel expenses for non-employees, I certify these expenses are paid in accordance with the University's non-employee travel reimbursement policy.

Signature Advisor Signature Date 5/12/2023
 Approved for Payment

Non-Employee Payment Form: Reimbursement



Clear Form



Print Form

Non-Employee Payment Form

[Click here for guidance on paying an individual.](#)

1. Payee Name: Hairy Dawg
2. Payee Address: 45 Baxter Street Athens, GA 30602
3. University assigned Vendor Number (VN): 10706706706
4. Is Payee a US Citizen or Permanent Resident Yes No If no, [Click here for requirements.](#)
5. Is the individual going to receive a fee for services associated with this visit? Yes No
6. Is this individual currently enrolled as a student at UGA? Yes No [Why ask this?](#)
7. Has the individual been employed by UGA within the last 24 months? Yes No [Why ask this?](#)
8. Business Purpose: Purchased Refreshments for Hairy Dawg Honorarium

Payment Categories (please select all that apply)

Payment for services rendered \$ _____
(limited to \$2499.99 or less for physical services with [some exceptions](#))

Date(s) services performed _____
Describe type of service performed _____

Reimbursement of valid University expenses incurred

Date(s) travel occurred _____
_____ miles at _____ /mile (click here for [current mileage rates](#)) \$ _____ 0.00
_____ days of full per diem _____ per diem rate (click for [per diem rates](#)) \$ _____ 0.00

First day of travel per diem rate \$ _____
Last day of travel per diem rate \$ _____

Other expenses (receipts required) \$ _____ 49.82

Fellowship or Training Grant Stipend \$ _____

Research Participant Support [What is this?](#) \$ _____

Compensation (Incentives) to Research Subjects [What is this?](#) \$ _____

Grand Total \$ _____ 49.82

Signature of Payee Hairy Dawg Date 5/12/2023
(not required if invoice attached)

Fellowship or Training Grant Stipend disbursements are requested in accordance with those programs. All Fellowship/ Stipend payments are potentially taxable; ultimately the taxability depends on individual taxpayer circumstances. Other services outlined above were purchased in accordance with provisions of the University's Finance and Administration Policies and Procedures. Additionally, for any reimbursement of travel expenses for non-employees, I certify these expenses are paid in accordance with the University's non-employee travel reimbursement policy.

Signature Advisor Signature Date 5/12/2023
Approved for Payment



1720 Epps Bridge Road
706-583-8900
Your cashier was CHEC 552

KNYS LHE PIE	12.99	B
PC	4.99	B
SC KROGER SAVINGS	1.50	
PC	4.99	B
SC KROGER SAVINGS	1.50	
PC	4.99	B
SC KROGER PLUS CUSTOMER	*****3020	
SC Fuel Points		
KROGER CRM TPPNG	3.99	B
PR PECAN PIE	4.99	B
TAX	1.56	
**** BALANCE	33.51	

Athens GA 30606
Discover Purchase
*****21 - C
REF#: 01R31 TOTAL: 33.51
AID: A000015010
TC: 540C89346D4D

DISCOVER	33.51
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	5
STR. OPN & KROGER SAVINGS	\$ 3.00
TOTAL SAVINGS (8 pct.)	\$ 3.00
TOTAL COUPONS	\$ 3.00

03/13/23 07:06pm 435 552 175 99952

Annual Card Savings \$3.00

Fuel Points Earned Today: 32
Total March Fuel Points: 32

EARN 50 FUEL POINTS
BY GIVING US FEEDBACK
Go to www.kroger.com/feedback
Date: 03/13/23
Time: 07:03PM
Entry ID: 01-62-1435-552-77

Apply Now
Save an additional 25c per gallon
of fuel EVERYDAY each time you
redeem at least 100 Fuel Points at
Kroger Fuel Centers in the first year
and thereafter when you spend \$6,000
in a calendar year* when using the
Kroger Rewards World Elite Mastercard

APPLY TODAY!
www.KrogerMastercard.com/42465

*Restrictions apply, see website
for details.

With Our Low Prices, You Saved
\$3.00
Fresh opportunity awaits
Join our team today!
#ER#
jobs.kroger.com
www.kroger.com



Itemized Receipts



Final Details for Order #114-4022782-6374644

Paid By: University of Georgia
Placed By: Aidan Carter
E-Procurement Order Placed: March 24, 2023
PO number : E1387126
Amazon.com order number: 114-4022782-6374644
Order Total: \$96.51

Shipped on March 28, 2023	
Items Ordered	Price
4 of: Endea Graduation Single Honor Card Two-Color (Maroon/White)	\$9.95
Sold by: Endea Group (seller profile)	
Condition: New	
Shipping Address:	Item(s) Subtotal: \$39.80
Aidan Carter	Shipping & Handling: \$0.00
126/TATE STUDENT CTR/H1000435 VPSA-VP for Student Affairs	Promotion Applied: -\$1.20
45 BAXTER ST	-----
ATHENS, GA 30602	Total before tax: \$38.60
United States	Sales Tax: \$0.00
Shipping Speed:	-----
Standard Shipping	Total for This Shipment: \$38.60

Shipped on March 29, 2023	
Items Ordered	Price
5 of: Endea Graduation Single Honor Card Two-Color (Maroon/White)	\$9.95
Sold by: Endea Group (seller profile)	
Condition: New	
Shipping Address:	Item(s) Subtotal: \$49.75
Aidan Carter	Shipping & Handling: \$0.00
126/TATE STUDENT CTR/H1000435 VPSA-VP for Student Affairs	Promotion Applied: -\$1.49
45 BAXTER ST	-----
ATHENS, GA 30602	Total before tax: \$48.26
United States	Sales Tax: \$0.00
Shipping Speed:	-----
Standard Shipping	Total for This Shipment: \$48.26

Shipped on March 29, 2023	
Items Ordered	Price
1 of: Endea Graduation Single Honor Card Two-Color (Maroon/White)	\$9.95
Sold by: Endea Group (seller profile)	

Condition: New	
Shipping Address:	Item(s) Subtotal: \$9.95
Aidan Carter	Shipping & Handling: \$0.00
126/TATE STUDENT CTR/H1000435 VPSA-VP for Student Affairs	Promotion Applied: -\$0.30
45 BAXTER ST	-----
ATHENS, GA 30602	Total before tax: \$9.65
United States	Sales Tax: \$0.00
Shipping Speed:	-----
Standard Shipping	Total for This Shipment: \$9.65

Payment information	
Payment Method:	Item(s) Subtotal: \$99.50
Pay by invoice	Shipping & Handling: \$0.00
	Promotion applied: -\$2.99

	Total before tax: \$96.51
	Estimated Tax: \$0.00

	Grand Total: \$96.51

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.

Itemized Receipts

Order Summary

Order Date: 30-Nov-2022 9:46 AM MT
 Invoice Number: 103ANN-112022-8167

Summary

Item	Price	Amount Paid	Amount Due
Full Week Registration-Student Member	\$165.00	\$165.00	\$0.00
IN PERSON 22nd Annual Student Conference	\$65.00	\$65.00	\$0.00
		Subtotal:	\$230.00
		Total Amount Paid:	\$230.00
		Balance Due:	\$0.00



Common Account Codes

Account codes for Student Activity Fee Funding are purchase specific!

Account Code	Description	Examples
714100	Supplies and Materials	Supplies and Materials
714200	S&M – Exempt Clothing	<u>Student</u> Apparel
727110	Registration Fees	Ticket Purchases, Registration Fees
727118	Other Services	Speakers, Entertainers
727120	Subscriptions	Canva, GoDaddy, Weebly
727275	Advertising – Promotional Item	Anything with a logo
727730	Group Meals – Students	Food for Students



Guideline Allowances

Item	Percentage Total
Promotional Items	40% Combined Allowance
Travel	
Food Purchases	

ANY generated income deposited can be used in addition to the allowances! Generated funds are not subjected to the allowances

Combined Guideline Allowance Examples

A Registered Student Organization can spend 35% of their budget on Food, 5% of their budget on Promotional, and 0% of their budget on Travel = 40% Combined Allowance Total

A Registered Student Organization can spend 25% of their budget on Food, 10% of their budget on Promotional, and 5% of their budget on Travel = 40% Combined Allowance Total

A Registered Student Organization can spend 40% of their budget on Food, 0% of their budget on Promotional, and 0% of their budget on Travel = 40% Combined Allowance Total



Student Travel

- Combined Allowance of 40%
- The cost of any registration is NOT included in the 40% Combined Allowance, but the student must be a fees paid student to take advantage of reimbursement
- If the student is traveling outside of Athens, student travel forms should be used

Which form(s) should be used?	
One Traveler	SABO Student Travel Form
Two or More Travelers	SABO Student Travel Form AND Group Attachment Form



SABO Student Travel Form

Traveler's Name: _____ UGA ID Number: _____

Traveler's Full Address: _____

Traveler's Email: _____ Traveler's Phone #: _____

Student Organization: _____

Individual Travel Group Travel

Conference Field Trip Tournament/Competition Other: _____

Purpose of Trip: _____

Dates of Trip: _____ Location: _____

Organization's Account Information:

ChartString(s):	Name of Accounts:	Maximum Amount Allowed:

Itemized Estimate of Costs:

Meals:		Conference Registration:	
Lodging:		Entry Fees:	
Transportation:		Other:	

(Reimbursement cannot exceed the amount allowable under University Travel Policies and/or Student Activity Fee Guidelines)

Total Estimated Costs: _____ Mode of Travel: _____

Local Travel Agency: _____ Name of Agent: _____

YOU MUST PAY YOUR STUDENT ACTIVITY FEES TO BE ELIGIBLE FOR STUDENT TRAVEL REIMBURSEMENT

I certify that I am currently enrolled as a Student in good academic standing at the University of Georgia and have paid my Student Activity Fees for the semester in which I am traveling. I also certify that I have been duly elected or appointed as an "Official Student Representative" of the above referenced Student Organization.

I understand that, as a representative of the University of Georgia and an appointed representative of my Student Organization, I will engage in behaviors that are responsible and mature. I will abide by state and local laws, the University of Georgia Student Code of Conduct, and conference/activity rules and regulations. I also understand that if I violate rules and regulations that I may not be reimbursed by the University of Georgia for my expenses. By signing below I agree to these travel conditions.

Traveler's Signature Date Organization Treasurer Signature Date

Organization Advisor Signature Date Organization Advisor Telephone or Email

Business Office Review:

SAF Verification: _____ SABO Review: _____ Date: _____

SABO Student Travel Form

- **"The Cover Sheet"**
- No longer requiring Dean Signature!
- The "leader" of the trip should be listed here as the traveler. They should be a fees paid student
- If this is solely being used for one student, itemized estimated costs should be listed for the individual. If this is being used for two or more students along with the group travel attachment, itemized estimate of costs should be the entire groups cost estimate!

Group Travel Attachment

Group Travel Procedures:

- Complete a "SABO Student Travel Form" in addition to this "Group Travel Attachment" for a group travel reimbursement prior to the travel event.
- Send the "SABO Student Travel Form" and "Group Travel Attachment" to the Student Affairs Business Office (SABO@uga.edu) at least two weeks prior to travel.
- All travelers who will need reimbursement must be registered as a UGA Supplier
- After the travel occurs, each individual being reimbursed should provide a copy of the "SABO Student Travel Form" and "Group Travel Attachment" plus their individual "Non-Employee Payment Form" and itemized receipts to the Student Affairs Business Office. If multiple individuals are being reimbursed for one group travel event, they only need one version of the "SABO Student Travel Form" and one version of the "Group Travel Attachment."

Name of Student Organization: _____

Student member who should be contacted with questions regarding this trip: _____

Trip Leader Name: _____ Telephone #: _____

Trip Leader Email: _____

Group Travelers Information and Agreement:

Only students who have paid activity fees for the semester in which they are traveling will be allowed to participate in student travel.

I certify that I am currently enrolled as a Student in good academic standing at the University of Georgia and have paid my Student Activity Fees for the semester in which I am traveling. I also certify that I have been duly elected or appointed as an "Official Student Representative" of the above referenced Student Organization.

I understand that, as a representative of the University of Georgia and an appointed representative of my Student Organization, I will engage in behaviors that are responsible and mature. I will abide by state and local laws, the University of Georgia Student Code of Conduct, and conference/activity rules and regulations. I also understand that if I violate rules and regulations that I may not be reimbursed by the University of Georgia for my expenses. By signing below I agree to these travel conditions.

	Student Name (Print or Type)	Student 81x Number	Signature – Verifying you have read the above statement.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Printed Organization Advisor Name _____ Organization Advisor Signature _____ Date _____

Organization Advisor Email _____ Organization Advisor Phone # _____

Group Travel Attachment

- Use this along with the "Cover Sheet" when there are two or more students traveling
- Since the leader is listed on the "Cover Sheet," they do not have to be listed here
- These forms should be uploaded to any reimbursement payment requests along with the other necessary documentation
- This should be submitted no less than two weeks prior to the travel

Travel

- To be reimbursed, an itemized receipt, approved travel form, and non-employee payment form is required to be uploaded to the payment request
- If a student is being reimbursed for any meals consumed during the travel, this charge falls under travel.
- Itemized meal receipts from the travel are required when being reimbursed from the Student Activity Fee Allocation. Meals must comply with per diem limits as well!



Event Participation/Registration Form

Name of Student Organization: _____

Description of Activity/Event: _____

Activity/Event Location: _____ Activity/Event Date: _____

of Participants: _____ Total Event Cost: _____ Cost per Person: _____

Student member who should be contacted with questions regarding this activity/event:

Activity Leader Name: _____ Telephone #: _____

Activity Leader Email: _____

List of Participants:

Only students who have paid Student Activity Fees for the semester of the activity/event will be allowed to participate. By providing an 81x number, you agree to this verification policy.

	Student Name (Print or Type)	Student 81x Number	Approval (SABO use only)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

If there are more than 18 participants, please make a copy of this form to fill out additional lines.

 Printed Organization Advisor Name Organization Advisor Signature Date

 Organization Advisor Email Organization Advisor Phone #

Entry Fees

- Only fees paid students can be eligible for reimbursement. If they have not paid their Student Activity Fee for the semester, they will be ineligible for reimbursement
- This form is to be uploaded as an attachment on the payment request AFTER approval from the Student Affairs Business Office
- This should be submitted no less than two weeks prior to the activity/event

Entry Fees

- Only organizations that receive Student Activity Fee Funds must adhere to this policy, this does not apply to Agency Accounts
- Examples of Events or Activities that require an individual registration cost or ticket fees include Conferences, Escape Rooms, Axe Throwing, Museum Entry, Movie Tickets, UGA Golf Course, etc.

Approval forms should be submitted to SABO no later than 2 weeks prior to the event!



Food

- Combined Allowance of 40%
- All food purchases must comply with the university's food policy including applicable per diem limits
- Payment Request Documentation to upload includes Non-Employee Payment Form (if reimbursing a student), food justification form, itemized receipt, and media attachment

Food Per Diem Limits	
Breakfast	\$13.00
Lunch	\$14.00
Dinner	\$23.00



Student Affairs Business Office
Food Purchase Justification Form

Name of Event: _____ Event Date: _____
 Organization Name: _____
 Event Location: _____ Time Food Served: _____
 Type of Activity:
 Student Event Contract Hospitality Educational Meeting
 Employee Group Meal (must have VP approval) Business Meeting Volunteer Event
 Participants: Students Volunteers Employees Non-Employees
 Funding Source: Student Activity Fees Agency/Custodial Funds Foundation Funds
 Number of Participants: _____ Total Food Cost: \$ _____
 Cost per Person: \$ _____ Is this within per diem? (Yes/No) _____
(see UGA Meal Per Diem Limits below)
 If not within per diem, please explain: _____

UGA Meal Per Diem Limits:

Eligible Meals	Breakfast	Lunch	Dinner
Allowable Per Diem (cost per person)	\$13.00	\$14.00	\$23.00

Per diem does not apply to student organizations with Agency/Custodial Accounts. Individuals using Student Activity Fees may be responsible to pay for meals exceeding per diem.

Method of Payment: Payment Request Petty Cash GL Journal UGAmart
 Briefly State Purpose of Having Food at this Event: _____

Signature of Employee/Officer Responsible for Account: _____
For Student Activity Fee Funds: Employees authorizing reimbursement of purchases with institutional funds should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.
 For Agency/Custodial Funds: Student officers within the organization manage the use of these funds and are responsible for the Agency/Custodial Account. Employees only determine if the purchase is allowable in accordance with spending policies.

- Additional Instructions:**
- Complete this form for each event and submit along with all other required documentation to the Student Affairs Business Office or email to SABO@uga.edu
 - If you are paying by Payment Request, you must attach this form and all other supporting documents to the Payment Request.
 - If you have multiple methods of payment, attach a copy of the same form to each method of payment.
 - Determine the cost per person by taking the number of participants who attended divided into the total cost of the food for this event. You may be asked to provide a list of participants for some events.
 - Additional Required Documents may include a) a flyer, agenda or email for the event; b) list of participants and their relationships to UGA if food is purchased at a restaurant or on a per person basis; c) approval from the Vice President for Student Affairs; d) copy of the performer's contract page if food is a requirement for the performance.

Food Justification Form

- All fields on the form should be answered!
- New Section: 'If not within per diem, please explain'
- Form should be signed by Advisor

Promotional Items

- Combined Allowance of 40% but the individual item cannot exceed \$30
- Items associated with promoting student organizations and/or events sponsored by student organizations and must include the name and/or logo of sponsoring student organization or the event
 - Promotional items must be purchased through UGAmart!
- If necessary, trademark approval is required. To be on the safe side, submit it for approval! It is an easy and quick process all around.



Thank You



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GEORGIA