SAFC Reimbursement Help Session

Fall 2019

Agenda

1. Timeline

2. Forms of Payment

3. Tiers

4. Submitting Payment Requests via CampusGroups

Timeline

Special Projects I
Deadline

Category Transfer &
Special Cancellation
Requests Deadline

Reimbursement Deadline

October 27th, 4pm

November 8th, 4pm

December 13th, 4pm

November 3rd, 4pm

November 26th, 4pm

Special Projects II
Deadline

Last Day to Print
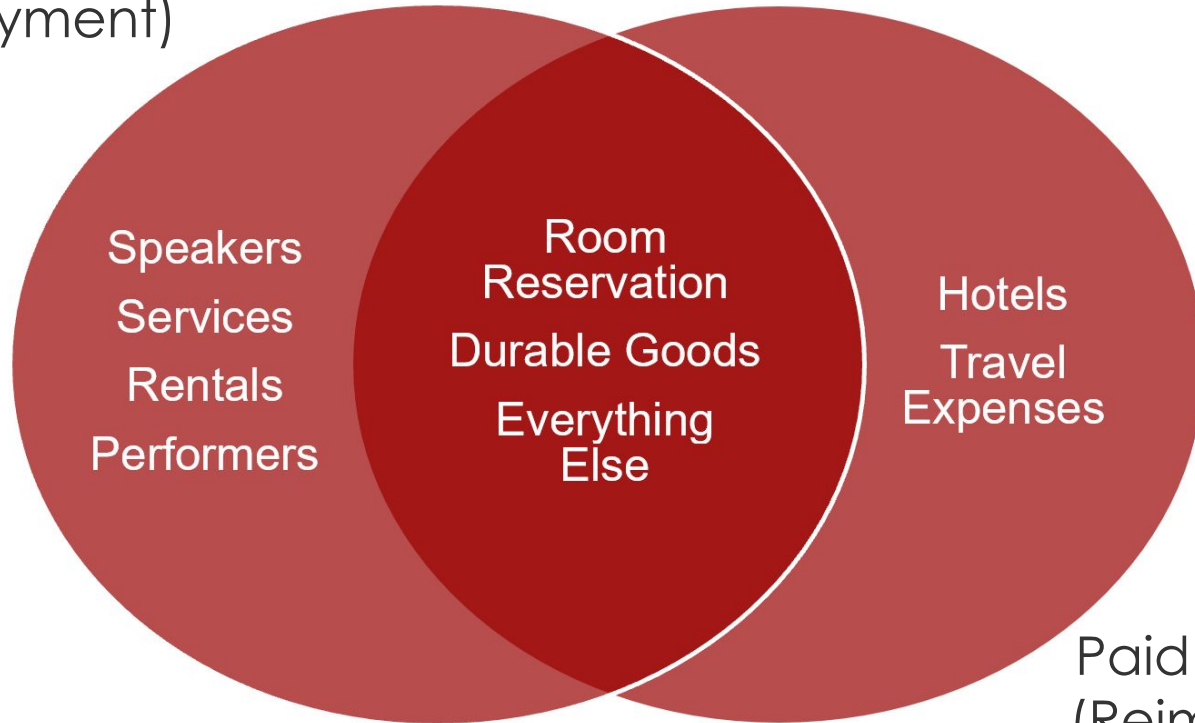Publications & Durable
Goods Deadline

Forms of Payment

Two Forms of Payment

How to spend funds:

- **Direct Payment**: University pays for good/service in advance

- **Reimbursement**: Paid out of pocket by individual, organization, or university department
    - Reimbursed by the SAFC via cash/check.

Two Forms of Payment

Paid by Cornell
(Direct Payment)

Speakers
Services
Rentals
Performers

Room Reservation

Durable Goods

Everything Else

Hotels
Travel Expenses

Paid by Students
(Reimbursement)

Direct Payment Requests

- **Speakers/Performers (Required)**
    - Lecture/speaking engagements
    - Coaching/lessons
    - Entertainment, etc.
- **Third Party Rentals/Services (Required)**
    - **MUST** have Cornell Insurance
- **Campus Room Rentals and Campus Service Vendors**
    - Includes Statler, Bailey, Barton, CU Police
- **Daily Sun Advertisements**
    - Use "Cornell Daily Sun Advertisement Authorization form"

Note About Vendors & Contracts

- **Cornell will not reimburse for any payments made directly to a vendor**, including but not limited to:
  - Lecture/speaking engagements, coaching, referees, entertainment, etc.
  - For tax reporting purposes, Cornell MUST initiate the payment

- **Vendors must meet Cornell's insurance requirements in advance**
  - To see if a vendor has met all insurance requirements:
    - University groups – contact your departments Business Service Center
    - Independent groups – contact Loreen Geiger (lag19)

- **Students cannot sign contracts on behalf of University:**
  - University groups must have Karli Buday (WSH 5th Floor) sign any contracts

Reimbursement Requests

- Can reimburse students, staff, or departments
- Available for durable goods, student travel, good for local event, etc.
- This must be submitted within 30 days of payment
  - If amount < $75, the person who paid for the item will need to pick up cash from Terry Ector's office.
  - If amount > $75, a check will be sent to the mailing address provided on the request.
- Requires an attachment of the **original, itemized receipt**
- Submitted via CampusGroups, no other forms needed (except for Student Travel Addendum form if Travel Event).

Reimbursement Requests

Required Documents:

- Take a picture of the **original**, **itemized** receipts

- Valid proof of payment
    - e.g. receipt from vendor showing payment or credit card statement showing your name and the bank name (please blackout account information)

- Event announcement/proof of event or team schedule

- Other forms required for specific cases, e.g. Student Travel Reimbursement Addendum

Other Special Requests

- **Special Projects Request** - <u>Add</u> money to your budget

- **Special Cancellation** - <u>Remove</u> money from your budget

- **Category Transfer Request** - <u>Move</u> money around on your budget

Special Project Request

- 2 Requirements
  - Your organization submitted a budget before the original September 16th deadline
  - Your organization received an allocation of at least $0.01

- Used to add money to your budget
  - Allows an organization to add money to their budget
  - Can only be used for requests that could not be anticipated in your original budget

- Valid Special Projects include, but not limited to:
  - Increased membership to a travel event
  - Raise in price of a tournament since September

Special Project Request

- Can only be done for expenses that could not have been accounted for
  - I.e. If you submitted a line item, it got denied, and now you have excess room in your budget, you can not move to any of the existing line items

- Done online via CampusGroups

Category Transfer Request

- Category Transfer Request
  - Allows organization to move SAFC funds between line items on your budget

  - Example: If you applied for a travel event that is cancelled, you can instead use the allocated funds for another travel event, a durable good, or other funding category.

- Done with a paper form (found on **the SAFC website**) & submitted in person at Terry Ector's office

Special Cancellation Request

- Form to report expenses that come in under budget do to **<u>unforeseen</u>** circumstances.

- Must be submitted within **two weeks** of the organization becoming aware of the inability to fulfill the expense

- Examples of Unforeseen Circumstances:
    - Speaker/performer cancellations after the budget was reviewed,
    - Weather conditions prohibiting travel, or
    - Injury or illness.

- Done with a paper form (found on **<u>the SAFC website</u>**) & submitted in person at Terry Ector's office

Forms

Speakers/ Performers/Services	Travel	Everything Else

2 Forms:
1. Independent Student Organization Engagement Agreement
2. Speaker Payment Form

1 Form:
1. Student Travel Addendum

0 Forms:
1. Still need original, itemized receipt

Submitting Forms & Documents

- Submit as soon as possible
  - Don't have to wait until the deadline to submit
  - Turning forms and documents earlier most likely results in faster payment

- Important deadlines include:
  - **November 8th at 4PM**
    - Category Transfer & Special Cancellation Deadline
  - **November 26th at 4PM**
    - Last Day to Print Publications & Durable Goods Deadline
  - **December 13th at 4PM**
    - Reimbursement Deadline

Tiers

The Tier System

- Student organizations placed into a tier based on their spending history
- New groups applying will automatically be placed in $500 tier

Performance Tier 1: $7,500

Tier 2: Cap of $5,000

Tier 3: Cap of $4,000

Tier 4: Cap of $3,000

Tier 5: Cap of $2,000

Tier 6: Cap of $1,000

New Groups: Cap of $500

Moving between tiers

- Groups can move up a tier, down a tier, or remain in same tier
  - Movement occurs at the end of every academic year (end of spring semester)
  - Determined by two criteria:
    i. **Tier spending percentage**: the amount a group spends as a proportion of its <u>tier cap</u> each semester
       - Calculated as (Funds Spent/Tier Cap)
    ii. **Efficiency spending percentage**: the amount a group spends as a proportion of its <u>allocation</u> each semester
       - Calculated as (Funds Spent/Allocation)

Movement Scenario

Efficiency Spending Percentage →

Tier Spending Percentage →

Org receives allocation

Org spends > 85% of allocation in both semesters

Org spends < 85% of allocation in either semester

Org spends > 90% of tier in either semester

Org spends < 90% of tier in both semesters

Org is moved down a tier

Org is eligible to move up a tier

Org stays in same tier
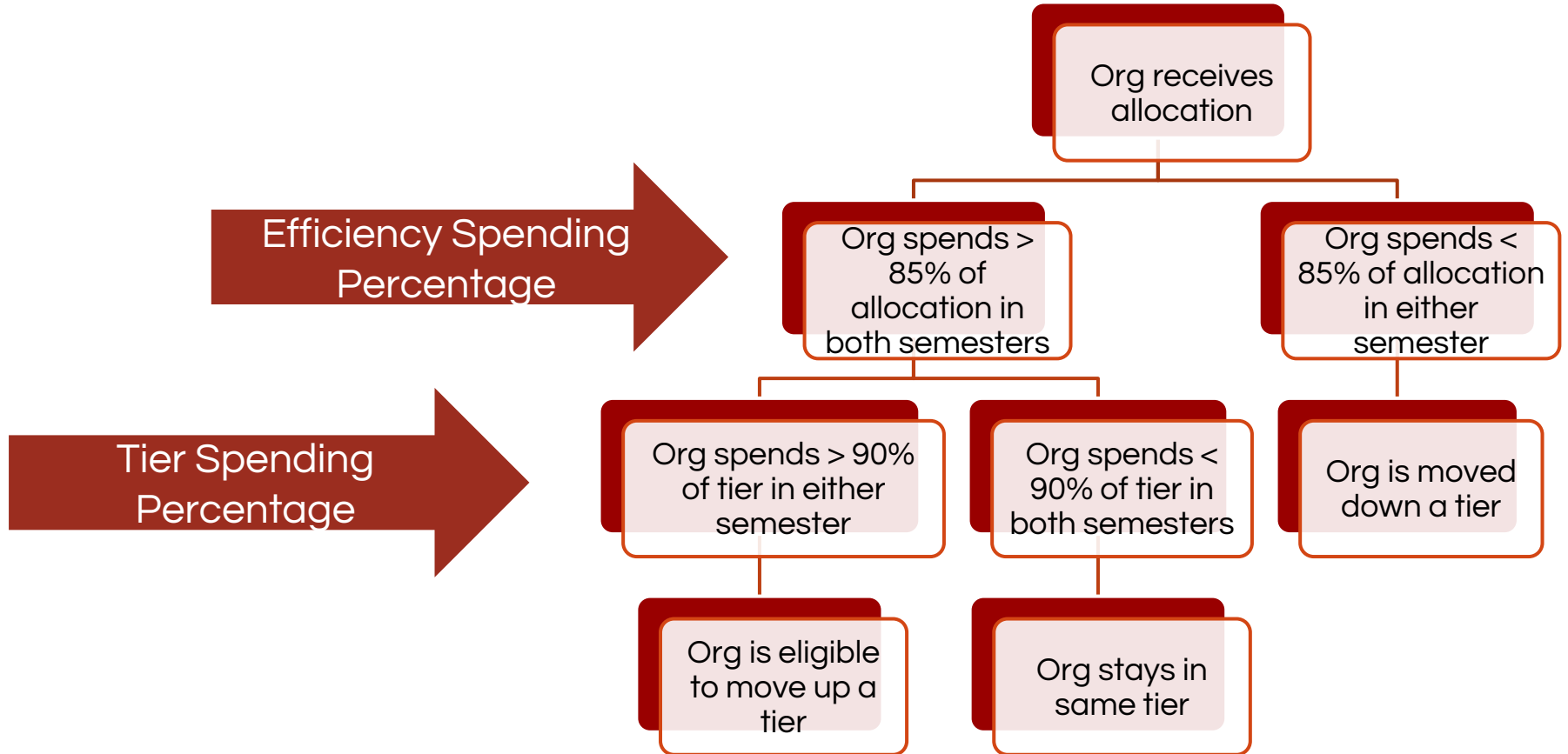
How to Request Payment on CampusGroups

Step One: Navigate to Budgeting

In your Group Page click on **"Money" --> "Budgeting"**.

Choose the appropriate Budget from the drop down menu:
- For SAFC-funded groups, choose **"SAFC Fall 2019"**

Step Two: Create Payment Request

Next to the pertinent Budget Request / Item that you want to request payment for, click on **"Request Payment"**.

CampusGroups Test UG Campus Activities

#ID	REQUEST	BUDGET ITEMS				APPROVAL			PAYMENTS	
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	ⓘ	Date	Total Payment Requested
15596	Demo Budget Request for ✏️ 🗑️ Transfer **General Budget Request** **Priority - High** This is a budget request created to demonstrate how easy it is for students to request university transfers in CampusGroups.	CU Tonight General Room Rental Appel Multi-Purpose Room 9/30	100.00	0.00	100.00	100.00	💬	🟢		⊕ Request Payment

Step Three: Fill out request

Choose **"Payment Request"** for the Payment Type & enter an appropriate **description**.

Revenue/Expense should be **"Expense"** & enter the **amount** being requested in From Allocated.

Step Four: Select your organization

Make sure that you **choose the correct organization** in the "Select YOUR Organization" dropdown.

Step Five: Select SAFC for Source of Funding

Choose **"SAFC"** for the Source of Funding.

2. Source of Funding (Mandatory)

- ○ SAFC
- ○ GPSAFC (Not Vet or Law School - See below)
- ○ CUTonight
- ○ GJAC
- ○ Club Sports Council
- ○ Law School Funded (not GPSAFC funded)
- ○ Law School (GPSAFC funded)
- ○ Vet School (GPSAFC funded)
- ○ Hotel School Budget (This is not for SAFC funded budgets)

Step Six: Enter additional sources of funding

Enter any other source of funding that will be used to pay for this event:

Please list all other sources of funding you intend to use to pay for this specific Payment Request if applicable.

Examples: Gift Funding, Departmental, etc.

Step Seven: Select Payment Request Type

Select the Appropriate Payment Request Type.

Payment Request Type * | - | ⌄

Reimbursement to Student/Staff or Alumni
  - Can use for anything EXCEPT for guest payment fees & vendors that come to campus

Payment to Speaker
  - MUST use for guest payment fees

Payment to Vendor
  - MUST use for all vendors that come to campus. Can use for direct payment.

Payment to Sports Official

Payment to University Department
  - Can use for room rentals, Cornell service vendors

Last Few Tips

Overview of Payment Requests

- **Reimbursement to Student/Staff or Alumni**
  - Original, itemized, receipts are needed. Save originals for at least 60 days after uploading.
  - SAFC Travel Addendum (on SAFC Website) is needed for SAFC Travel Event Reimbursements
  - Google Maps PDF is also needed for Travel Reimbursements that include Mileage
- **Payment to Speaker**
  - Speaker Reimbursement and Payment Request Form AND/OR
  - Invoice (with all charges such as Speaker Fee, Travel, etc)
- **Daily Sun Advertisements**
  - Submit Daily Sun Authorization Form to Terry Ector in WSH

Overview of Payment Requests

- **Payment to Vendor**
  - Independent Student Organization Engagement Agreement Form - Used for Performers and Entertainers as well
  - University Organizations - Submit a Quote or Invoice from Vendor
- **Payment to Sports Official**
  - Sports Official Form must be filled out and signed by official at time of contest
- **Payment to University Department**
  - Direct Payment/University Department Charge – Fill out online Payment Request Form only
  - Attach proof of booking, email, etc.

Best Practices

- Complete forms electronically and submit it as soon as possible
    - Terry's office - WSH Business Center
    - All **non-SAFC** forms can still use **paper** - forms on SAFC website
- Be timely and stay mindful of deadlines
- Spend allocated funds before they revert
- Submit the proper forms with proper required documentation

Good Luck!

For questions, please reach out to:

Daniel Hirsch (djh329)
Heather Huh (hjh58)
Terry Ector (tle2)
Bridget DuBrey (bd396)