Student Organization Financial Allocation Procedures

If your student organization would like to request money for organizational events or student travel expenses, feel free to follow our simple budgetary guidelines:

1. The organization must be registered. If it is not, email Elyssa Klipsch (klipsem@millsaps.edu).
   
a. Disregard this if you are applying for student travel funds, as any student can request funding for travel as long as it is for educational or leadership purposes.

2. Fill out the SBA Budget Request Form (can also be found on the SBA Facebook Page):
   https://docs.google.com/forms/d/e/1FAIpQLSdBMneA8oMv4yreO9lbd_z8Aku9TtTZaefjRdOToxyxwY9-WA/viewform

3. Meet with the SBA finance committee and be prepared to discuss what exactly the organization/honorary/student travel, will use the budget for and the dates of the events the budget will be needed (note that more detailed requests normally receive more money). Should you have questions about this process, reach out to the SBA Treasurer (treasurer.millsaps@gmail.com)

4. The treasurer/finance committee will make a recommendation to the senate and the senate will vote on the recommendation. You might be asked to come to senate in order to answer questions from the senators.

5. The organization's leaders and the organization's advisor will be notified of the amount given to the organization.

6. If the organization needs more funding throughout the semester they can repeat steps 2-5.

7. An organization may not request funds from SBA if they receive more than $500 dollars in dues generated by members in a given semester.

SBA reserves the right to use judgment and discretion when allocating funding. In addition, SBA also has a student reimbursement form to fill out. Simply print out the form and return it to the Treasurer’s post office box (15106)
SBA Funds must be spent in an effort to produce personal or institutional advancement, learning, or to foster community.

General spending rule:

1. The organization must be registered as an official Millsaps organization.

2. An allocation cannot be used to purchase apparel for organization members. This includes, t-shirts, hats, honor cords, etc.

3. An allocation cannot be used for the sole purpose of recruiting members.

4. An allocation cannot be used to purchase alcohol.

5. An allocation cannot be used to donate to or fund a fundraiser or specific cause.

6. An allocation cannot be used for senior gifts.

7. If an organization travels, no food expenses are covered by SBA.

8. If an organization travels, SBA does not cover registration fees.

9. An organization may not request funds from SBA if they receive more than $500 dollars in dues generated by members in a given semester.

10. An allocation must be used in a manner similar to what the funds were requested for.

Exceptions can be made to the previous rules, but only with explicit permission of the SBA Treasurer or an SBA Advisor. If approval is not explicitly given there will be no refund, and a hold will be placed on the cash advance.

_The SBA Treasurer and the SBA Advisors reserve the right to refuse reimbursement for purchases that are deemed as frivolous or not conductive to the values of Millsaps College._
Allocation Procedures for Student Travel Grants

I. Procedure

a. First Come, First Serve
   i. In general, half of the allocated student travel funds will be allocated each semester. Once that allocated money is gone for that semester, no more students will be allowed to request travel funds until the following semester.
   ii. Students can only receive travel funds once per academic school year (August to August).
   iii. If one student travels with an organization, however, there can be an exemption of the once per year clause if that student needs funding for an individual travel request during that academic school year.

b. Students will have to present to senate how Millsaps will benefit from their travel and submit a quote of travel expenses before leaving for their event, conference, etc.

c. Students will have to present something to the student body after traveling to display what they learned from their event conference, etc.
   i. There will be a hold on any reimbursements until after they have presented something to the student body.

II. Funding Coverage
a. All travel request funding for any part of the travel request shall be left up to the discretion of the Finance Committee and approval by the senate.

b. Maximum cap per student traveling:
   i. Maximum cap per student total: $650
   ii. Maximum price per night per hotel room: $130 (If more than one student is traveling, there will be a maximum cap of $150 per night per hotel room)
   iii. Maximum price for travel (flight, van, gas): $300

c. Registration fee is only considered if:
   i. The student is presenting something on behalf of Millsaps or is travelling on behalf of Millsaps.
   ii. The student is able to show that Millsaps can benefit from their attendance at the event or conference they go to.
   iii. The student does not exceed the $650 spending cap anywhere else in their travel request.

d. Organizations
   i. Must be attending a leadership conference in order to receive funding for travel
   ii. Same allocation procedures apply as those for individual student travel requests

e. Not covered
   i. Meals or any food/drinks are not covered under student travel requests

III. An organization may not request funds from SBA if they receive more than $500 dollars in dues generated by members in a given semester.

IV. Remaining Funds
   a. At the discretion of the treasurer, the remaining student travel funds shall be spent in the manner that they see fit.