

# SO YOU WANT TO BE REIMBURSED?

## STEP ONE

### ***INTRODUCING A SENATE BILL*** BEFORE SENATE MEETING AND BEFORE TRAVEL

#### Initial Club Requirements

- Chartered through Campus Activities
- Financial procedures workshop
- Community Service Projects
- Approached College Council for funding (optional)

#### Ask a senator to write your bill

Provide the following information:

- What, when, where, who, why, etc. for the event your club needs funding for
- Detailed list of expenses
- See senator about approved expenses (*ASNMSU will not pay for food items*)

#### Senator submits bill for first readings

- Bill must be turned into Senate Clerk by NOON on the Tuesday before Senate meets
- Senate meets every other Thursday
- Bill is assigned a bill number

## STEP TWO

### ***SENATE COMMITTEE REVIEW*** WEEK AFTER SENATE MEETING

#### Rules Committee (Tuesday)

- Written proof for seminar presentations, research, or team competitions must be submitted by NOON on Tuesday before Rules Committee
- Committee will review bill for conformance with ASNMSU Lawbook

#### Community affairs (Wednesday)

- Community service forms must be submitted by NOON on Wednesday before committee meets
- Someone from club must be present at the Community Affairs committee
- Committee will vote on community service

#### Finance Committee (Thursday)

- Club President and Treasurer must have attended financial procedures workshop
- Committee will review bill for financial conformance with ASNMSU Lawbook

## STEP THREE

### ***FINAL SENATE REVIEW AND VOTE*** NEXT SENATE MEETING AND BEYOND

#### Bill goes into second readings at next senate meeting

- Bill is reviewed, discussed, and amended
- Club representatives are highly encouraged to be present at the Senate meeting
- Senate will vote on passing the bill

#### ASNMSU President Signs

- ASNMSU President will sign bill into effect
- President has two weeks to approve or veto the bill. Otherwise, the bill automatically passes
- If vetoed, contact your Senator

#### Getting Your money

- Matching funds will be verified by Comptroller
- Original receipts must be collected and submitted to the Comptroller's office
- Receipts must be submitted no later than 3 business days upon returning from your trip or once your bill has passed