

Financial Procedure Workshop- Clubs and Organization Fiscal Year 2025

July 1, 2024 - June 30, 2025

Purpose

- The purpose of the FPW presentation is to inform students of the financial procedures they must abide by if they wish to seek funding and/or reimbursement from ASNMSU
- For further information, please refer to the ASNMSU Financial Procedures Manual or contact the ASNMSU Comptrollers

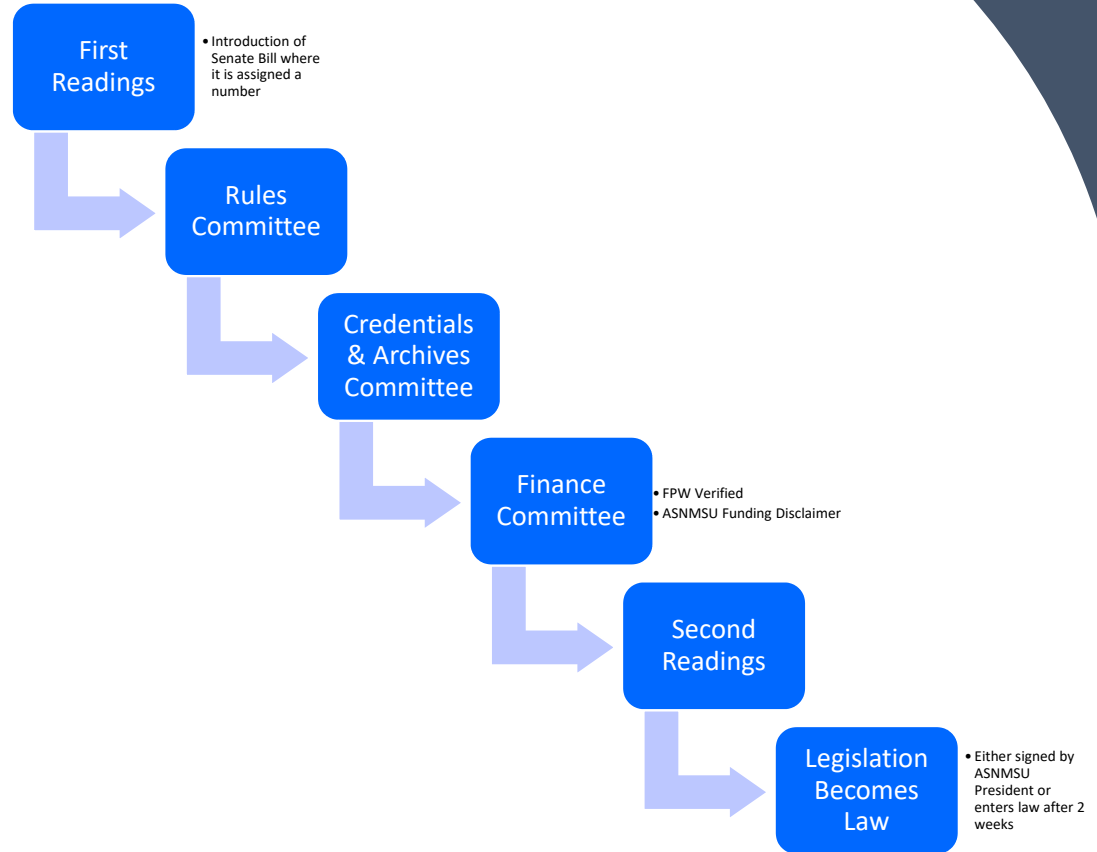
Criteria for ASNMSU Funding

- Be a recognized organization with SILP
- Have a Senator sponsor your bill
- Complete the Financial Procedures Workshop (FPW) and pass the quiz with 100%
- Cover the initial cost of the trip/project
- Complete required community service

Brief Overview of Funding Process

Reimbursement is processed by the Comptrollers based on senate bills, or legislation, passed by the ASNMSU Senate

To begin the process, you must approach an ASNMSU senator and get your bill sponsored



Financial Procedure Workshop Quiz

- Any club or organization seeking reimbursement/funding **must** be recognized on campus by SILP **prior** to seeking reimbursement/funding.
- The President and Treasurer of the club/organization only need to complete the “FPW Quiz for clubs and organizations” **BEFORE** their bill enters finance committee. However, it is recommended that all the constituents under the senate bill take the quiz so they are aware of the reimbursement process.
- All individuals listed on the senate bill are required to complete the FPW. If the person doesn’t give ample time for the quiz to be graded, we cannot guarantee their quiz will be graded by the time finance committee meets.

ASNMSU Funding Disclaimer

- The funding disclaimer form binds all constituents to the terms and conditions that are set by the FPW, ASNMSU policy, and the NMSU BPM.
- Constituents must carefully read the legal disclosure form and understand the rules before signing their name.
- You can find the disclaimer on Crimson Connection, titled: ASNMSU Disclaimer Form.
- The ASNMSU Funding Disclaimer must be signed before Rules committee meets, in which it will need to be verified for the senate bill to move forward.

Required Documentation

- After a senate bill is entered into law, constituents have **10-business days** to submit an intake sheet and their receipts
 - Senators are not allowed to accept receipts from constituents, but they are allowed to view them for price comparison.
- The Comptrollers will review their submissions and make sure constituents submit the correct paperwork to further their reimbursement process.
- If students don't turn in their required documents before the 10-business day deadline their bill will be subject to forfeiture
- All constituents **must:**
 1. Complete FPW with 100%
 2. Complete an intake sheet and submit their receipts on a Microsoft Form.

Brief View of Funding Categories

Travel Funding

Maximum of \$10,000

Limit 8 Attendees

- **Transportation**
 - Mileage
 - Airfare
 - Rental Vehicle
 - Fuel
- **Lodging**
 - Hotel Accommodations
 - Airbnb
- **Registration/ Conference**
 - Registration Cost

Competition Funding

Maximum of \$10,000

- **Transportation**
 - Mileage
 - Airfare
 - Rental Vehicle
 - Fuel
- **Lodging**
 - Hotel Accommodations
 - Airbnb
- **Registration/ Conference**
 - Registration Cost

Publication Funding

Maximum of \$2,500

- Proof of publication
- Primary Author of publication



Travel Expense Receipt Overview

- **Airfare/transportation-** Constituents need to provide an itinerary of their flight. This includes...
 - name, flight itinerary, amount they paid, and last four digits of the card they paid with should be visible.
- **Lodging-** Constituents must provide an itinerary of their lodging expenses where their...
 - name is visible, lodging itinerary, the amount they paid, and the last four digits of the card they paid with should be visible
- **Registration fees-** Constituents must provide the following of their registration fees with...
 - name is visible, amount they paid, and the last four digits of the card they paid with should be visible

ALL Reimbursements Require....

Proof of attendance

- Constituents must also provide **ALL** of the following proof of attendance for reimbursement
 - a picture of their registration tag
 - a picture of the conference's flyer
 - a picture of the constituents at the conference

Proof of Payment

- Matched to a receipt and photo showing last 4 digits of card and cardholder name
- If card information is not shown on receipt a bank statement matching the name and expense on the senate bill will be required

Ineligible reimbursements cost

- **Any travel cost not listed on the senate bill is ineligible**
- Below is a non-exhaustive list of ineligible costs, unless they are pre-approved by the Comptroller:
 - If constituents pay with a gift card, they are not eligible for reimbursement. They must pay with a debit/credit card under their name.
 - Airfare Baggage Fees
 - Meals
 - Travel or rental vehicle insurance
 - Transportation fees, example Uber/Lyft
 - To and from the airport
 - Personal trips
 - **Travel costs that fall outside of one day prior to the event or one day after the event are ineligible for reimbursement**

Reimbursement Processing

After the Comptrollers acquire all of the documentation from the constituent they will do the following:

- Compile the necessary receipts and forms
- Constituents will then need to sign paperwork verifying information and reimbursement amount
- Paperwork will be reviewed by Accounting Team
- Paperwork will then finally be submitted for processing & payment to Aggie Service Center

Reimbursement must be submitted to ASC **before 90 days** post travel, or it will be **taxed at 30%**



Thank you!

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