

FINANCIAL PROCEDURES WORKSHOP

Fall 2022



Before Applying

To apply for funding your organization must meet following criteria:

- Be a recognized student organization with SILP
- Have a Senator sponsor your bill
- Attend or take a ASNMSU Financial Procedures Workshop
- Be able to pay the initial cost of the trip/project
- Complete community service

Recognized Organization

Must be recognized by the University

- Register on **Crimson Connection**
- Existing student organizations:
 - *Beginning September 1, 2022.*
 - *Deadline is **September 30, 2022!***
- New organizations:
 - ***As soon as possible,** but is open year round*

****Clubs and organizations are subject to completing recognition paperwork each year.***

A Senator Must Sponsor Your Bill

- A list of Senators can be found on the **ASNMSU Crimson Connection** site.
- Bill Request Form:
 - Not in bill = **not** be reimbursed.
 - Be specific and detailed
- Timeline:
 - Submit **prior** to actual travel (subject to a 30% tax if reimbursed after 90 days).
 - Travel taking place by the end of July should be submitted during the spring academic semester.

Attendance

Representative Senator Must be Present at All Committees and Senate Meetings

- Automatic tabling if Representative Senator is not present
 - * **2 week waiting period for the next committees to restart the process**
- Constituent attendance **not** required

ASNMSU Financial Procedures Workshop

- President and Treasurer must complete the workshop and pass the quiz.
 - * **If needed, 4 or fewer individuals traveling may take the workshop and pass the quiz**
- 1 workshop per school year
- Workshops can be arranged with the ASNMSU Comptroller at asnmsuc@nmsu.edu
- Highly encouraged for reimbursement expenses to be handled by one member going on the trip(President, Treasurer, advisor, etc...)

Pay Initial Cost of Trip/Project

- ASNMSU Senate **does not** allocate funds to help pay for the cost of trips/project in advance.
- Funds are allocated to reimburse students/student organizations **after** they have completed the trip/project.

Funding

Council Funding

- Undergraduate Councils:
 - Members may receive up to **\$500 per school year**
 - **\$250 per semester**
 - *Amount can be deferred to the second semester in the amount of \$500
- ASNMSU cannot Reimburse undergraduate councils for Tangible Items.*
- Graduate Student Council (GSC):
 - Individual members are eligible for **up to \$400**
 - **No more than \$800 per appropriation**
- No over Reimbursing:
 - Any funds from councils, undergraduate or graduate, will be subtracted from the total cost of the trip
 - Council appropriated amount is first then remainder comes from Senate funds.

Fill out undergraduate Council Appropriation Form on **ASNMSU Crimson Connection**

Funding

NMSU Departmental Funding

- Indicate on Bill Request Form
 - Do not include in council appropriation or senate bills
 - Departmental funding can be used to cover travel costs **not listed on the senate bill** such as:
 - Baggage fees
 - Shuttles
 - Taxis, Uber, Lyft
 - Parking
 - Meals
- * If department provides an index, the ASNMSU Comptrollers may include these receipts with the ASNMSU reimbursement paperwork.

Community Service Requirements

Organizations Must Complete 4 Community Service Hours for Every \$3,000 Appropriated

- **4 hours**: 2 hours of 2 different community service events/projects
 - Directly benefits the Southern New Mexico community(off campus)
 - Directly benefits the NMSU campus(on-campus)

***At least 25% of organization's active members must complete these hours.**

Individuals Must Complete 5 Community Service Hours for Every \$3,000 Appropriated

Individual=group of 4 people or less

- **5 hours** of community service
 - On/off campus
- Choose between 25% organization requirement or 5 individual hours

Community Service Requirements

- Submitting paperwork:
 - Must **include contact information**
 - Credentials and Archive Committee(C&A)
 - Director of Community Outreach, Nevaeh Fierro asnmsuco@nmsu.edu
 - * **Complete and turn in no later than Tuesday before the C&A Committee meeting**
 - Community service **cannot** directly benefit your organization
 - Valid for 1 year following the date of the performed community service
 - ***Requirements are subject to change**

Community Service Organizations

- **Not** required to do community service

Breakdown of Expenses

Specific Event/Project Expense Details

- ASNMSU **reimburses 100% of specific costs** :
 - Academic/professional conferences
 - Compete in local, state and national competitions
 - Some humanitarian aid and community service
 - Research/travel approved by an advisor
- Travel expenses **cannot exceed \$20,000**
- Competitive travel teams - **\$17,000**
- Journal Publications- **\$1,500**

Breakdown of Expenses

Airplane

- Reimburse at 100%
 - Use Las Cruces shuttle for small groups if possible
 - Transportation to and from airport **cannot** be included on your senate bill.

Rental/NMSU Vehicle

- Rental fee **only**
- Mileage **cannot** be reimbursed

Personal Vehicle

- Either mileage or Fuel receipts
- Mileage=(Total miles traveled x .56)

Breakdown of Expenses

Hotel

- Maximize room occupancy if possible
- Itemized lodging receipt by day
- Airbnb
 - Confirmation of stay included with receipt

Foreign Travel: Outside United States

- Submit the Approval of Student International Travel form required by NMSU upon preparation of your reimbursement.

***Reimbursement is calculated based on the lessor of the line item or the actual total**

Rules and Restrictions

- Expenses without original, valid receipts will **not** be reimbursed, even if they are listed on the bill.
 - Electronic – submit original email
- All receipts must be in the traveler's name and paid **by** the traveler
- Bank or card statements, as well as a copy of the card used, may be required to verify payment
- ASNMSU Senate does not provide reimbursement for the following items:
 - Insurance
 - Visas/passports
 - Study abroad
 - Classes/tuition
 - Admission tickets
 - Food

Rules and Restrictions (Cont.)

- Proof of attendance must be submitted along with receipts
 - Badge
 - Certificate of attendance
 - Program or agenda issued at the event with names

***Do not give your receipts to your Senators**

***Do not attach receipts to council bills**

***We can only reimburse up to the line item listed on the Senate bill**

***Again, Senators DO NOT take receipts.**

Reimbursement Intake Sheet

For Individuals

- Must be a member of the club or organization on the bill
- Your name must be listed on the senate bill
- Have an active Aggie ID

For Organizations or Clubs

- Must have an active Aggie ID/vendor number

Agency/Club Account

- Can be opened by President/Treasurer with advisor's signature

*** Travel reimbursements issued more than 90 days after return becomes taxable to the traveler**

Receipts

Receipts included in Senate bill must be turned in to the Comptrollers with a Reimbursement Intake Sheet

- Appropriations Board will verify receipts are complete and valid

***Drafting senators have no involvement in the receipt submission process**

Deadlines and Timing

- Trips taking place August 1st-April 15th: Turn in to Appropriations Board
- Trips taking place April 16th- July 31st : Turn in to Comptrollers
- Winter holiday travel: Turn in receipts to Comptrollers or ASNMSU Fiscal Advisor
- **Important!: *Turn in receipts and supporting documents within 10 business days after returning from the trip or 10 days after senate bill becomes law, whichever comes first. Failure to comply with deadlines will automatically forfeit your reimbursement.**

Receipts and Supporting Documents

What we Look for

- Receipt Requirements:
 - *Amount spent (must be a paid receipt-not a confirmation of booking)*
 - *Itemization*
 - *Name of constituent*
 - *Method of payment*
 - *Flight/hotel itinerary*

 - Supporting Documents:
 - Last 4 digits of card as well as card type
 - If **VISA** card: photocopy of card showing only the last 4 digits of card and name of cardholder
- * If unable to provide card information a bank statement matching the name and expense on the senate bill will be required**

Personal Travel

- Personal travel is allowed
- Travel costs prior to one day before the event or extended one day after the event are ineligible for reimbursement

Registration

- Receipt Requirements:
 - *Amount spent (must be a paid receipt-not a confirmation of booking)*
 - *Name of constituent*
 - *Method of payment*
 - Supporting Documents:
 - *Flyer or screenshot of event details*
 - *Last 4 digits of card number and card type*
 - If **VISA** card: photocopy of card showing only the last 4 digits of card and name of cardholder
- * If unable to provide card information a bank statement matching the name and expense on the senate bill will be required**