

Student Organizations Purchases and Reimbursement Guidelines

All budget requests must be approved by Student Affairs Associate Dean and Office Manager

General Information

The University of Maryland School of Nursing provides funding each semester to established student organizations within the School of Nursing. Due to the nature of this funding, only School of Nursing students can be supported by these funds. Each organization may allow students enrolled in other schools at UMB to join at their discretion (example: a student from the UMB School of Medicine could join the UMSON chapter of Nurses for Global Health if the chapter so allows); however, students enrolled at schools other than the School of Nursing should seek any financial support for student organization activities (i.e. events, conference attendance, etc.) from the school in which they are enrolled.

Each organization will be given a set amount of funds at the beginning of each semester to use towards their planned events and purchases for the term. This amount is determined by the total amount available for all organizations for the term, as well as existing account balances for each organization, so it is subject to change. Please send your spending plan to the Associate Dean and Office Manager by Friday of the 4th week of each term. Organizations are allowed to use their allotted funds until they run out. Should an organization feel they need funds that exceed their available account balance and/or additional awarded funds, the organization can submit a proposal to request additional funds. If an organization would like to request additional funds, they must submit a written proposal to the Office Manager for Dean's approval. Unused funds are automatically rolled into the next semester and stays within the designated organization.

Travel

The Associate Dean of Student Affairs and Office Manager will determine how many organization members are allowed to travel to a conference. This decision will be based on available funds. Students approved to travel **must** enter a "Travel Request" into the University System **at least 21 days prior to travel** before travel arrangements can be made. The OSAS Travel Delegates can initiate this request, and the Office Manager will assist with conference registration and travel accommodations (airfare, rail & hotel). Email the OM your personal information and travel details (please include conference program or agenda). In the absence of the Office Manager, organization Treasurer should contact Administrative Services Finance.

The University will pay upfront for your:

- 1. Flight or Rail cost**
- 2. Conference Registration**
- 3. Hotel Room and Tax**

The **remaining travel costs** (taxi/Uber/Lyft, parking expense, food (per diem rates are: \$11.25 (breakfast), \$13.50 (lunch), \$22.50 (dinner)) will need to be paid by you and then reimbursed after you return from your trip. **Be sure to save all of your receipts!** You have **ten days** after you return from your trip to submit your expenses for reimbursement.

Please note the following updates to the Travel policies:

1. If you request reimbursement for meals on your day of **departure** or your day of **return**, you will be reimbursed at up to 75% of the daily federal rate.
2. Meals from **day trips** (those trips that do not include an overnight stay) are **not reimbursable**.
3. Per Diem rates **will not** be paid if meals are provided during a conference.
4. Reimbursement requests submitted **over 60** days post-travel are then considered **taxable** income by the Internal Revenue Service (IRS) and you will be required to document them as such.
5. Students should follow the same recommended timeline for **local conference** attendance.

International Travel

Any international travel must be coordinated through the UMSON Office of Global Health and is considered a school-sponsored activity. Any proposed international travel that is not approved by the Office of Global Health and the organization's faculty advisor **will not** be approved. Travel that takes place without prior approval can result in loss of privileges for the organization, and costs incurred by students who travel without approval may not be reimbursed.

Food Costs

In order for your food costs to be covered using school/state funds, your event **must** be a part of the current semester's approved budget. Our goal here in the Student Success Center and in Administrative Services is to minimize any upfront cost on your part.

If food is going to be served at your organization's event, you will need to do some pre-planning regarding the vendor selection. Please select a vendor from the preferred list of vendors.

- When placing your catering order, please **specify that the invoice be sent to the Student Affairs Office Manager. Give the vendor the name of the school and student organization you are representing, and the title of the event.** When the invoice is received, your organization will need to provide the following backup:
 - advertisement of the event (invitation flier or program)
 - an attendance list and/or sign-in sheet
- **Pre-approved caterer/vendor:** Any caterer or approved vendor from the list will accept the University credit card. The Student Affairs Office Manager is the authorized individual for this card so he/she must be made aware of the order **at least three (3) weeks before the event.**
- **Vendor not on the aforementioned list:** If you elect a vendor who is not on the preferred list, please inform the Student Affairs Office Manager within 30 days of your event. **A purchase order will need to be initiated at least three weeks prior to the event date.** In addition, the vendor will need to be notified that payment will take at least four weeks post-event date.

If you choose not to use any of the above options and front the money yourself: be advised that you can expect that it will be **eight weeks** before you receive your reimbursement check. This option is the **least preferred** under all circumstances. *Please remember that reimbursement requests for food purchases made for general body meetings will no longer be approved.* Please plan ahead to use a preferred vendor.

Regardless of which of the above options you choose certain required documentation (**Reimbursement Packet**) must be turned into the Student Affairs Office Manager in order to begin the reimbursement process. **Your reimbursement packet must contain the following:**

- A completed and signed Request for Funds or Reimbursement coverage
- Original receipts
- Attendance list or sign-in sheet
- Flyer or email invitation announcing the event

Please remember that **state rules always apply** when considering whether you can make a purchase/seek reimbursement. Please consult with the Student Affairs Office Manager prior to proceeding with a purchase. Alcohol is strictly prohibited.

Fundraising

Student organizations **are allowed** to raise funds through fundraising events. All fundraising activities should be initiated and managed by the organizations board members, with prior approval from the Student Affairs Associate Dean and Office Manager. **Please note:** all funds raised are considered **state funds** and are subject to any and all state rules and regulations. All funds must be deposited into the student organization budget account within the School of Nursing, and will be used for future organizational events. Your organization is **prohibited** from keeping organizational funds in any external bank accounts outside of the University of Maryland School of Nursing. Failure to submit funds to the Student Affairs Office Manager may result in loss of fundraising privileges. Please work with the Office Manager on any planned fundraising events. He/She will work with Administrative Services Finance team to deposit funds in the UMB State account. Funds **should not** be deposited with the cashier's office.

Marketing Items

Student Organizations should use the approved UMSON logo on any marketing materials, or the approved UMB logo if the organization is collaborating or partnering with another UMB group. All marketing purchases with University branding must be reviewed and approved by the Communications department prior to production. All marketing purchases should be approved by the Student Affairs Office Manager prior to placing an order. Organizations are **prohibited** from branding marketing materials using a non-approved UMB logo. Purchases made without prior authorization **will not** be covered by UMSON. Honors Cords for student organizations are an allowed expense and should be included in your initial student organization budget request to the Associate Dean of Student Affairs.

Gifts

Organization funding cannot be used to purchase items classified as a gift, token of appreciation, or thank you gift. These funds are provided by the State of Maryland and gifts are **not an allowed purchase** according to State and University Procurement policies and regulations.

Policy on Privilege

It is a privilege for your organization to be given funds to use for events, conferences, and supplies. Please do your best to adhere to the state rules and regulations in place regarding the use of funds and reimbursement requests for purchases you have made on behalf of your organization. Behavior that demonstrates disregard for these rules and regulations may result in the loss of access to school/state funds for your organization and/or other disciplinary action.

I, _____ (name of Treasurer), representing _____ (name of organization), acknowledge that I have read the above and understand the state and school regulations regarding student organization funding, purchases and reimbursements and agree to abide by these policies. I understand that it is my responsibility as Treasurer for _____ (name of organization) to disseminate the information found within this document to the other members of my organization so that all members of student organizations receiving funding from the University of Maryland School of Nursing abide by the financial policies and procedures set forth by the University of Maryland School of Nursing, the University of Maryland Baltimore, and the state of Maryland.

(Print)

(Sign)

Date _____