

Student Interest Group Funding Request and Reimbursement Guideline

SIG Name _____

Academic/Specialty/Professional SIGs can request up to \$250 per academic year. Sports and non-academic SIGs can request up to \$150 per academic year.

It is the responsibility of the SIG officer(s) signing this form to inform other members making purchases for reimbursement of the rules and policies for making purchases. If officers/members are unsure if a purchase is within policy, please check with the Office of Student Development Coordinator (Lao Thao) prior to making the purchase.

University of California – Policy BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions: <http://policy.ucop.edu/doc/3420364/BFB-BUS-79>

SIG Funding Request Guideline

1. Go to the SurveyMonkey link and complete the request form:
https://www.surveymonkey.com/r/SIG_Fund_Request
2. The request must be received at least **two weeks** prior to the event/meeting date or supply purchase.
3. Any request received past the 2 weeks deadline will be review on a case by case basis.
4. Once you submit the form online, it will be forwarded to the approvers.
5. You will receive an email from Lao Thao for the funding within two business days.
6. Each academic/specialty/professional SIG cannot exceed \$250 in expenditure for the academic year. If exceeded, the balance will be the responsibility of the SIG members.
7. Each sports/non-academic SIG cannot exceed \$150 in expenditure for the academic year. If exceeded, the balance will be the responsibility of the SIG members.
8. Management reserves the right to approve full funding, partial funding, or deny funding.

UCD School of Medicine Reimbursement Rules

- **Funds:** Funds will be available from July 1st of the academic year to May 30th of the academic year end (July 1st, 2020 – May 30, 2021). Any funds not used by May 30th will be forfeited.
- **Purchasing Food:** No food will be allowed with SIG funds (until further notice).
- **Room Reservation:** No room reservations for large groups will be approved (until further notice).
- **Supplies over \$199:** **Please see Darolyn before making purchases.** If you need to buy supplies costing over \$199 (including sales tax and delivery), you should not use your own credit card. Please come see Darolyn, for an alternate way to pay for it (*ex: Purchasing Order or university purchasing card*).

Student Interest Group Funding Request and Reimbursement Guideline

- **Under \$199:** Get approval from Darolyn/Lao. If purchase online, send the link of the items to Lao Thao. He will request the items through the normal OME supply purchase channel. If purchase at local retail store, you pay up front and submit the original receipt for reimbursement.
- **Training involving “sharps” or animal specimen:** Any SIG training involving needles, any type of sharps, or any animal specimen will need to be coordinated with Lao Thao at least two weeks before the training date. Only a very limited space is available for these trainings and will need to be reserved by Lao Thao.
- **Traveling and Conferences:** SIG funds **cannot** be used to fund individual travel or pay for conference/symposium registration fee. If you are presenting at a conference, check with Holly Ly to see if travel grant funds are available.
- **Speakers or Services:** Students **cannot** pay for speakers. Please bring the intended speaker’s information to Lao in **advance**. If you would like to use the services of a close relative, please see Lao about the appropriate course of action, as the university would view this situation as a conflict of interest.
- **Fundraising:** SIG funds **cannot** be used to purchase items for fundraising purposes.
- **Gift Cards:** SIG funds **cannot** be used for the purchase of any gift cards PERIOD.
- **Reimbursement Documents/Receipts:** Receipts and supporting documents must be submitted for reimbursement after two weeks of the event/meeting. **The student submitting the reimbursement form MUST be present at the event/meeting and be listed in the sign-in sheet.**
- If you feel your event should have an exception to any of the above guidelines, please send a request email with justification to Darolyn Striley, dstriley@ucdavis.edu.
- As many events will transfer to an online process, please feel free to reach out to Darolyn Striley to brainstorm how to make your event engaging and meaningful.

If you are uncertain of how to proceed or need to check if your proposed activity is appropriate, please contact Lao Thao at lythao@ucdavis.edu.

I/We acknowledge receipt of these procedures.

Printed Name of SIG President or Treasurer

Signature of SIG President or Treasurer

Date