Graduate SGA Funding Request

Please review the Funding policies (and complete acknowledgement) before filling out a funding request. If your request does not adhere to the policies, it will be denied. Please make sure to fill out the correct form.
Email GRADSGA-COMPTROLLER@augusta.edu for any funding-related queries.

General Funding Policies
- GSGA divides its budget to financially support students and organizations throughout the semester. Each month will have an individual set amount allocated for approval of student travel, student organization events, and GSGA events. The budget for each semester will be presented and confirmed via majority vote by GSGA representatives at the first meeting of the semester (August and January).
- Submitting the funding request form does not guarantee funds; it depends on available funds and adherence to policy qualifications. Funding can only be guaranteed once the funding request has been approved by the Comptroller and all forms are submitted in a timely manner.
- If any funds were not used within a given month, these funds will roll over to the next month.
  - Month of May stands as an exception for this rule. If any funds remain after the month of May, these funds will be used for GSGA purposes such as events.
- Within each month, GSGA will be approving funding requests on a first come, first served basis.
- All funding request must be submitted:
  - At least 1 week before the beginning of the month of the event AND 2 weeks prior to the event/travel date.
    - If January, the request must be submitted at no later than the end of the first school day.
  - If not submitted 1 week prior to the beginning of the month, the request still must be submitted at least 2 weeks prior to the event or travel date. Priority will still be on a first come, first served basis.

  If there are any clarifications needed or potential issues with a request, ensure the funding submission is well in advance of the "2 week prior to event date" deadline or risk a denial of request.
- All funding is based on a reimbursement basis.
  - GSGA does not complete the reimbursement process. It must be processed by the appointed business specialist. Please keep in mind that reimbursement may take up to a

few months once all forms are correctly submitted. Once the reimbursement process begins, all reimbursement related questions should be directed to the Business Operations Specialist. Please contact your class representatives with any other questions.

- The comptroller will follow up regarding your funding request in no more than 10 *business* days. Please submit your funding request accordingly.
- You may not submit a request to be reimbursed for an event or travel after it has taken place.
- Funding may only be used for the requestor. Any food, transportation, living arrangements, fees, etc. must all be paid for and used only by the student requesting funding. If the requestor's name only is not present on all receipts or funding documents, the requestor will be at risk for forfeiting funds.
- After funding has been approved by the GSGA, you have up to 10 business days to submit all paperwork to the appointed Business Specialist once the travel has been completed. If the process of submitting your paperwork has not started within 10 business days, your approval for funds will be waived. If incorrect and/or untimely paperwork is submitted after 10 days, then your approval for funds will be forfeited. Untimely, disorganized, or consistently incorrect paperwork will be determined by the appointed Business Specialist.
  - The business specialist has a right to her reimbursement timeline and requirements.
- If there is an additional funding source other than GSGA funds then the funding reimbursement process may occur through an external department. Please ensure you fill out the form accurately in regards to if there are other funding sources. Not disclosing all funding sources may result in a revocation of funding.
  - Priority in funding will be given to students without any other funding sources.
- Requests must be made for events and travel that will be taking place in the same academic semester. Exceptions can be made for travel/events occurring in the first week of each semester.
- GSGA reserves the right to allocate funding as it deems appropriate to students and organizations based on available funds. Meeting the Funding policy qualifications deems you eligible to receive funding but does not guarantee it.
- Any incorrect or false or undetailed information on the funding request form may result in revocation of funding.
- All Student Activity Fund uses must adhere to the Business Procedures Manual of the University System of Georgia. The most up-to-date requirements can be found here.

Funding Dates and Deadlines:

- Fall semester: Requests can be submitted for consideration from July 1st if the event/travel occurs before the first day of the Fall semester. Requests for events/travel occurring during the Fall semester should only be submitted after the first day of semester in August. Fall semester events/travel must be completed by the last day of the semester to be eligible for reimbursement.
  - Events or travel occurring in July may experience a delay in processing within the standard 10-day timeframe, given the GSGA calendar constraints due to executives changing, graduate programs commencing at varying times, and GSGA meetings not consistently convened in July.
- Spring semester: Requests can be submitted from the first day of classes. The last day to receive funding is June 1st . All events/travel must be completed by this date to be considered for reimbursement.
- To confirm the official first and last days of the semester, please refer to Augusta University's academic calendar for Session 1 here.

Organization/Event Funding Policies:

- GSGA encourages registered student organizations to plan their events in advance, in order to increase the chances of receiving funding for a particular month.
- Registered organizations must submit individual funding requests for each event.
- All events must be in JagLife (Presence) and you will need to use a checkpoint to have students put in their ID numbers to keep a roster for your events. For questions regarding JagLife or becoming a registered student organization please contact studentorgs@augusta.edu. Events and rosters not in Jag Life will not be eligible for reimbursement.
- Registered student organization can receive funds as follows:
  - Amount to be requested per individual events up to $200.
  - Maximum reimbursement per semester - $400
  - Maximum reimbursement per academic year - $800
- Registered organizations can request funding for different events that are held in the same month.
- Registered organizations are allowed and are encouraged to team up with other registered organizations to receive funds for the same event. However, each organization must submit an individual funding request for the same event.
- A maximum of $10 per student is allowed for event reimbursements. A large difference in students estimated to attend the event and students that actually attended the event may result in revocation of funding. Please estimate event attendance accordingly.

- Estimated invoice(s) and/or order form(s) must be submitted in the funding request. The predicted order cost must not differ greatly from the actual order cost A large difference in the order or utilization of funds may result in revocation of funding. Please estimate the event funding utilization accordingly.
- All events must be open to all students.
  - Tickets cannot be sold at a GSGA funded event.
- GSGA funds can only be used for students. They cannot be used for faculty or members of the community.
- There must be an acknowledgement of GSGA for flyers and/or other advertising made for the event. The flyer must be sent in during the reimbursement process.

Travel Funding Policies:
- All student travel requests must be submitted individually, group/organization requests are not accepted.
- Proof of author or presenter status and acceptance must be provided upon request.
- Students must request at least two other funding sources prior to receiving GSGA funding. Students must provide proof upon request.
- Proof of costs must be uploaded in the Funding Request.
  - Proofs may include but are not limited to:
    - Registration Cost, Hotel Cost, Travel Cost, Meal Costs, etc.
- Student travel funding request reimbursement is as follows:
  - Up to $100 for poster or oral presentations if another funding source is used (must be first author/presenter). Please note as we previously stated, funding will still be prioritized for students that do not have other funding sources.
  - Up to $150 for attending
  - Up to $250 for poster and oral presentations (must be first author/presenter)
- Students may receive up to $400 in total travel reimbursement per semester, and thus $800 per year.
  - MCG students will be required to provide proof that they have fully exhausted the $500 that they are eligible to receive annually from MCG.
- The standard rate for food reimbursement is contingent upon the area/city/state of where the traveler is traveling to. These rates can be found in the GSA here.
- Gas mileage is reimbursed at the rate of 0.655 per/mile.

Journal Publication Policies:

- There must be no other department/mentor willing to cover journal submission fees to receive funds.
  - 2 proofs of request for funding from other sources must be provided upon request.
- GSGA must be notified before journal submission.
- Proof of acceptance into the Journal must be provided.
- Journal must be accessible to all and does not require a monetary subscription to view.
- There must be an acknowledgement of GSGA for funds in the acknowledgement section of the paper.
- First author on the publication can be reimbursed up to $200; second through third authors can be reimbursed up to $100.