



REIMBURSEMENT AND EVENT PROPOSAL PROCESS



EVENT PROPOSAL PROCESS

1

The Friday before you submit your proposal packet – Request to the DOA to be on the agenda
EX: “PDSA would like to be on the agenda for Hospitality”

2

Monday at 10 AM before Friday’s proposal – Turn in Allocation Request Form with the following documents:

- Executive Senate Form
- Written Proposal (roughly a paragraph)
 - Name of organization and contact information of ICC reps and President
 - Name of event and/or speakers
 - Proposal amount being requested
 - Location, date, and time of event
 - MUST STATE THE EVENT IS FREE AND OPEN TO ALL
- Letter of Support signed by your Faculty Advisor and Dept Chair
- Food Quotes (2–3 are needed if applicable)
- Event Flyer
 - Organization Name & Contact Info
 - Name of event and/or speaker(s)
 - Room/Venue location, date, and time
 - ASI & HSS ICC logo
 - Email SLL event flyer if you are posting it around campus

2A

If inviting speakers

- Add Speaker’s Curriculum Vitae and invoice (if applicable)

Executive Senate Event/Program Funding Request

Program Title:	
Sponsoring Club/Organization:	
Council:	
Date/Location/Time:	

Budget Line and Name		Amount
█	Hospitality	\$
█	Supplies	\$
█	Printing and Advertising	\$
█	Professional Services (Dancers, Singers, Artists)	\$
█	Rentals for Special Events	\$
█	Dues and Subscriptions	\$
█	Gift Cards/ Gift Expense	\$
█	Promotional Items	\$
█	Speakers (Events, Retreats, Conferences)	\$
Total:		\$

Vendor	Amount	Vendor	Amount

I understand that I must comply with all funding regulations as listed in ASI policy and the funding organization's bylaws.
 I understand that it is my responsibility to meet with the Financial Officer to provide any necessary receipts or paperwork needed for a vendor to be paid or for a student and/or payee to be reimbursed.
 I understand that the funds shall not be transferred to my organization's account
 I understand that all payment for goods and services from the funds allocated are to be coordinated with the Financial Officer to be submitted to ASI no later than 45 days from the stated program date.

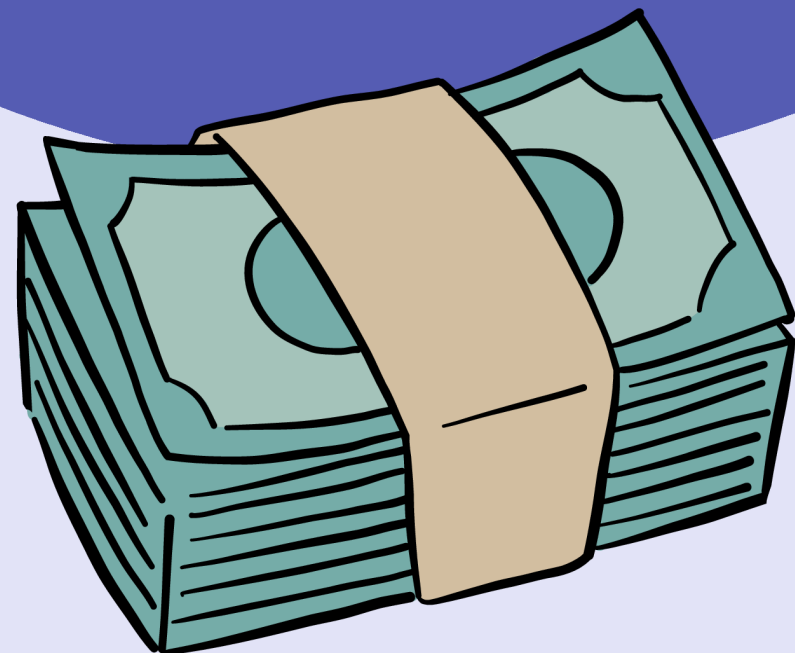
Student Requestor Signature

Date

EXECUTIVE SENATE/ PROGRAM FUNDING REQUEST FORM



EVENT PROPOSAL PROCESS



3

Proposal Presentation Time!

- Present to Friday's HSS ICC meeting about the funds you are requesting
- Council will vote whether or not to approve your request

4

After your proposal is approved:

- W-9 Form (if inviting speakers)
 - Form **MUST** be submitted to Vice Chair/Treasurer after your proposal is approved and after your event takes place (hss.icc.vicechair@gmail.com)
- **HAVE FUN!**

POST-EVENT PAPERWORK

1

Complete Event Evaluation Form
(Program Assessment Form)

2

The following must be submitted no later than 14 days after your event:

- ASI Executive Senate Reimbursement Form
 - Purchaser's Full Name, Contact Information, Address, Phone Number, All Original Receipts, Student Email, and CWID
 - If you bought your item(s) through Amazon, take a picture of the delivered item on your porch
 - You have the decision to receive your reimbursement check: pick up at the ASI Financial Office OR mail



REIMBURSE- MENT PROCESS

ASI

1

Check Request Form and Reimbursement Tracker

- Completed by the Vice Chair/Treasurer

2

ASI Review & Payment

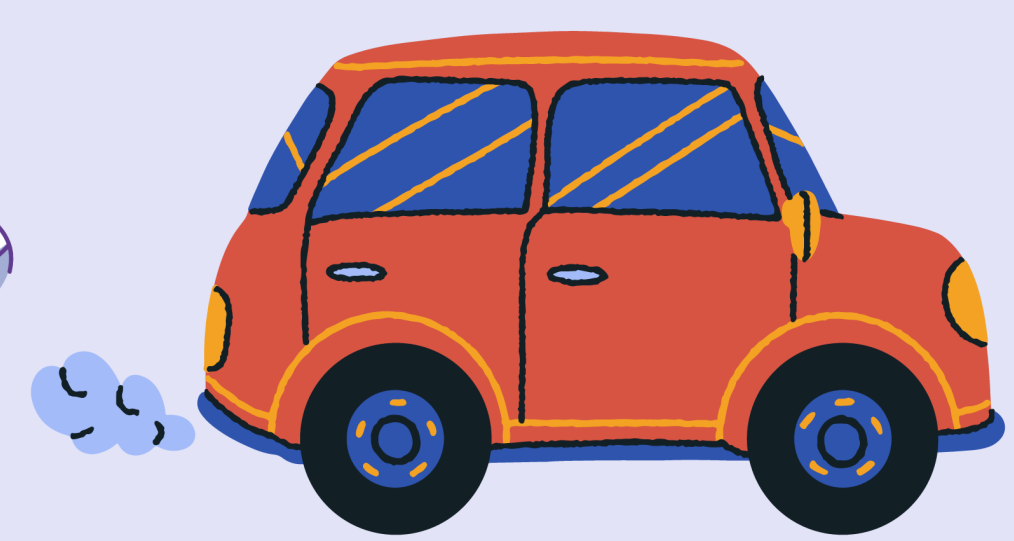
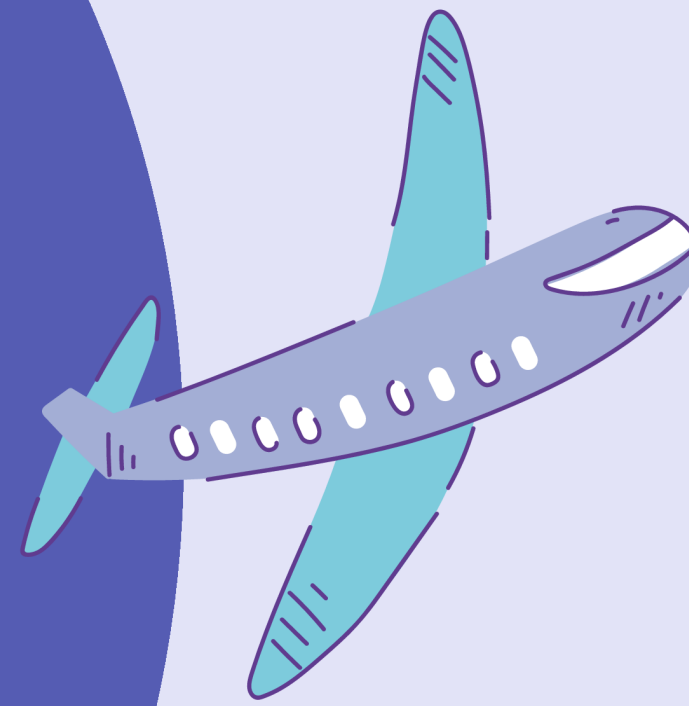
- ASI Reimbursement Request Review Process
- ASI Staff Review before it is sent to ASI Accounting

Important Notes

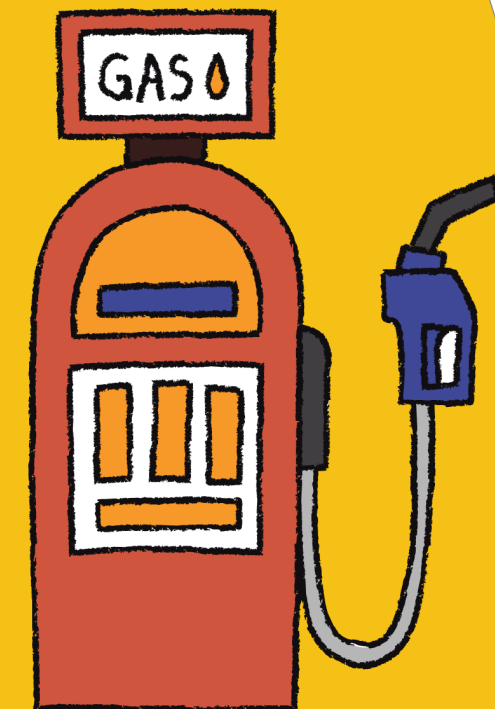
- Reimbursements during the Spring (4 to 8 weeks) will take longer than the Fall (2 to 4 weeks)
 - 250 + registered student organizations
 - 15 registered ICC's
 - 16 orgs (Spring '24) registered within the HSS ICC
- Personal recommendation – pick up your reimbursement check, so you will receive an email from ASI that your check is ready for you
 - Pick up within 3 weeks or else they will mail it to the address you provided



FUNDING FOR TRAVEL



- Active participant (competing, presenting, performing, etc.) student funding request – \$750/year
- Inactive participant (attendee) student funding request – \$500/year
- Traveling is allowed between July 1 and the fall semester
 - The ONLY time that retroactive funding (requesting for funding after the event happened) is accepted
 - Student or organization must present the funding in the first 3 meetings in the semester
- If you are using vehicle transportation, be aware of your driving limits (see Travel checklist)
 - NO private lodging (EX: AirBnB)
 - NO gas reimbursement for personal vehicles
 - Mileage is calculated starting at CSUF
 - Gas receipts will not be accepted
 - \$55 limit for all meals per day for each traveler (excluding alcohol)
- Without proper documentation, travel reimbursements may take up 4 times longer or will be delayed
- Post-Travel Paperwork
 - Every student who traveled must write a 350 word minimum of their experience
 - For every funded travel, a roster must be listed for ALL students and their mailing address, CWID, email, phone number, and the amount they spent
 - Save flight receipt AND boarding pass
 - If transporting through car ...
 - Present driver's license, auto insurance, and defensive driver training



Executive Senate Travel Funding Request

Please provide your contact information and information about the conference or program.

Name:	CWID:
Primary Phone:	Email:
Conference/Program:	
Date(s):	Location:
Council:	Club/Organization:
Please write "Individual" if requested travel individually	

Please provide a summary of all expenses for travel to this conference or program.

Category	Cost	# of Students Traveling	Total Amount:
Registration			\$
Airfare			\$
Lodging			\$
Transportation			\$
Mileage Reimbursement			\$
Other (please list):			\$
Total Travel Expenses			\$

Will you be requesting/receiving funding from a CSUF department? YES NO

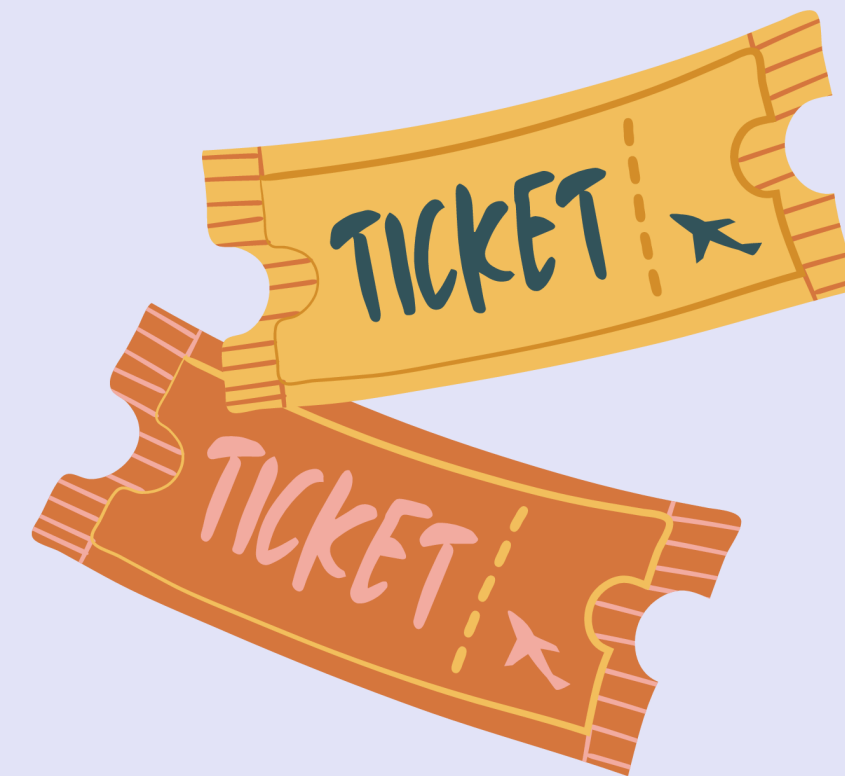
If yes, please state 1) how much funding is being requested/has been received, 2) the department the funding is being requested/received from, and 3) if the funding has already been approved/the likelihood that it will be approved:

The requestor further acknowledges that they will complete all required pre-travel documentation before traveling and will, upon return, submit any necessary receipts, documentation and written travel report to the council financial officer/treasurer.

Student Requestor Signature

Date

EVENT SENATE TRAVEL FUNDING REQUEST FORM



**THANK YOU!
ANY
QUESTION?
COMMENTS?
CONCERNS?**

