Budget Guidelines

All organizations requesting funds from the Law College for 2013-14 must submit a Budget Request Form to Associate Dean Pierce before spending any funds. Budget Request Forms should be submitted by September 6, 2013. You should be as detailed as possible in your budget requests. Obtain estimates for this year and review expenditures from last year to help you plan your budget. Examples of categories you may want to include are: initial meeting expenses, speaker expenses, conferences/conventions, photocopies, postage, and supplies. No expenses will be incurred by the Law College for student organizations or payments made to student organizations until your budget has been approved. You must also attach a report of your organization’s activities for 2012-13 to your Budget Request Form for 2013-14 before your budget will be approved.

As you are preparing your Budget Request Form, here are some general guidelines for you:

1. **Food for student organization meetings.** Beyond an initial meeting to excite student interest in your organization, food for meetings of student organizations will not be funded. The maximum amount provided will be $100 for the first meeting.

2. **Speaker expenses.** The maximum amount provided for food for a meeting involving an outside speaker is $100. Other speaker expenses are not covered. If you are interested in trying to bring in a national speaker where transportation/honorarium costs are involved, you need to either speak to the Lectureship Committee, or ask the Dean if she will provide any funding.

3. **Fund-raising expenses.** Generally, fund-raising expenses are not funded. If you are purchasing items for re-sale, you need to either collect orders and money up front, or purchase the items and then have your organization reimburse you from a separate account. Amounts that your organization raises must be deposited in a SOFS account or separate bank account which you set up for your organization. The funds cannot be added to the Law College account for your organization. Money allocated to your organization by the Law College does not carry over from year-to-year. The end of the fiscal year for student organization funds is June 30 each year. For more information on SOFS accounts, go to the Student Organizations page of the University website.

4. **Alcohol Restrictions** – No funding will be provided by the Law College or through SOFS for alcohol.

5. **Conference/Convention Expenses.** We may provide funding for student organization representatives to attend conferences/conventions. For conference/convention expenses, there must be a showing that the conference/convention participation will benefit the student organization and not just the students attending. **In general, we cannot fund more than one conference or convention per organization or more than one participant.** If a conference is within driving distance of Lincoln, more students may be able to attend within the budgeted amount. Your budget request for conference/convention expenses must include:
a. copies of the conference registration form and conference schedule
b. a detailed budget for food, rooms, and travel expense
   (1) if more than one student is attending, rooms will be reimbursed only if based on double occupancy, where possible
   (2) expenses for entertainment and alcohol will not be reimbursed
c. a list of students seeking to attend the conference and their organization titles
d. a statement explaining how the conference will benefit the student organization
e. a statement of the financial support being provided by the student organization
f. a report of the student’s experiences at the conference must accompany the receipts and request for reimbursement

Students who attend conferences/conventions are expected to present information on the conference/convention attended to his or her student organization, using a power point presentation or handout. Dean Pierce is to be informed of the date of the meeting and provided with copies of the materials distributed.

For your Budget Request Form due on September 6, you may include estimates of conference/convention expenses if no actual information is available. You will need to supplement your form once the conference/convention information is available. No amount will be included in your budget until detailed information is available.

6. Competitions

Expenses for competitions must be separately approved by Dean Poser. Students will only be authorized to represent the Law College at a competition if: (a) there is a meaningful process at the Law College to select the students for the team; and (b) there is a faculty member or adjunct faculty member who will coach the team. If you plan to seek funds for such a competition, please make a separate budget request to Dean Poser.

7. Payment and Reimbursement of Expenses

1. Payments made directly by the Law College for a student organization.

For expenses where the student organization seeks to have payment made directly by the Law College via an invoice, see the Law College Business Manager, Shelley Reed in the Business Office (lower level, room 12). Arrangements must be made before ordering food, supplies, and miscellaneous expenses. For expenses in connection with a meeting, speaker or event, the student organization must provide the original delivery/carry out receipt, the flyer or other advertising for the event, a list of attendees, and an agenda, if any. If you pass around a sign-up sheet during your meeting, lecture or event, you will be able to easily obtain the list of attendees necessary for payment. The expenses will be charged to your budget.

For photocopies made in the Dean’s Office workroom, you should complete the log in the workroom. The cost of the copies will be charged to your budget.

2. Payments made by the student organization or a student on behalf of the organization.
All requests for reimbursement must be submitted using the University of Nebraska College of Law Voucher form (attached) to the Business Office, **within 60 days** of expenditure. If the head of the student organization is the one submitting the reimbursement, an officer must also sign the form. There is a line on the form for the authorizer’s signature.

The Business Manager can also provide the student seeking reimbursement with the voucher. Original invoices, receipts and itemized bills must accompany the reimbursement request. A credit card receipt is not sufficient if it does not include an itemization. Again, the student organization must provide the flyer or other advertising for the event, a list of attendees, and an agenda, if any.

3. **Travel arrangements and reimbursement of conference/convention expenses for student organizations in compliance with ASUN.**

   a. Go to the Student Involvement Office and ask to work with “Event Planning Registration” for travel authorization and insurance forms.

   b. If you need to rent a vehicle, you will be sent to Transportation Services and you will be required to complete additional forms to rent a University vehicle. All student drivers must be 21 or over. If the vehicle rented is a van, student drivers must complete the University’s van training.

   c. Registration for your conference or convention can be paid by the Business Manager, Shelley Reed with a College of Law credit card. You must submit the documentation outlined in the Conference/Convention Expenses section above and have received the approval of the Associate Dean before registration expenses will be paid.

   d. Students must pay for their own hotel and other expenses and submit a reimbursement form when they return. A report of the students’ experiences at the conference must accompany the receipts and request for reimbursement.

4. **Travel arrangements and reimbursement of conference/convention expenses for student organizations not in compliance with ASUN.**

   a. Talk to Shelley Reed about travel authorizations.

   b. Students must pay for registration expenses and all travel expenses and submit a reimbursement form when they return. A report of the students’ experiences at the conference must accompany the receipts and request for reimbursement.

   **Remember:** For travel expenses, students must keep receipts for everything - parking, taxis, subways, food, buses, hotel, car rental, gas receipts, etc. Personal use of automobiles for student organization related travel will be reimbursed at 56.5 cents per mile.

**General Information**

1. All reimbursed expenses will be charged to the student organization budget.
2. No cash advances will be issued.

3. The College does not reimburse or pay for alcohol while traveling OR at any event, you must provide your own money to cover expenses for alcohol.

4. Student organizations will be able to take advantage of the University discount from Office Depot by purchasing supplies through the Law College. Contact Patty Sprague in the Dean’s Office for help with supply purchases.

5. Student organizations who order food from vendors who are willing to bill the University can stretch their budgets by not having to pay sales tax.

6. Students making travel arrangements may use Travel & Transport or search for cheaper tickets on their own.

7. Reimbursements can take up to 30 days.

Reminder: The Business Office does not handle organization dues or fund raising monies. A separate bank account for your organization should be set up for these activities as outlined in the Fundraising section of these guidelines.