

SGA Appropriations Process and Guidelines

Application Process

1. Only student organizations, who are registered & in good standing with the Office of Student Life, may apply for SGA appropriations funding.
2. Complete the SGA Appropriations Application in its entirety so the appropriations committee can understand the full scope of your travel/event and your budget.
3. Applications are due at least one month prior to an SGA appropriations meeting which will be held during the same evening as the monthly SGA meeting. Email SGA@uthscsa.edu. See www.uthscsa.edu/sga for meeting dates (typically held the first Thursday of the month in MED409L). **Meetings will be held virtually until further notice due to COVID-19.**
4. The appropriations committee will contact each student organization requesting money with further instructions.
5. A representative from the student organization must be in attendance at the SGA appropriations meeting in which the appropriation will be discussed. The representative must be ready to present their request with the most updated itemized list to the committee prior to the meeting by at least 48 hour. **Should your application be considered, you will be contacted with an invitation to the virtual meeting one week before the meeting.**
6. The appropriations committee must have all receipts and pictures/flyers turned in to the Office of Student Life (MED 314L) within 30 days of the event/trip.
7. The final application deadline for the fall semester is November 15th and the final application deadline for the spring semester is April 15th. Applications will not be accepted from April 16th to August 14th and November 16th to January 14th.
8. Only non-SGA members (SGA Executive Board members and SGA Representatives) may present at the Appropriations meeting during the application process.
9. If you do not show up within a 15 minute timeframe after the scheduled Appropriations meeting time, your student organization will not be funded nor given a rescheduled meeting time.
10. Application must be approved by 2/3 vote of the Appropriations committee to move forward for further approval by SGA Executive Board.
11. Applications must be completed before submissions. Re-submissions will not be accepted.

Note: For questions about the Appropriations application process, please contact Ellyse Sanchez (sancheze5@uthscsa.edu) and the current SGA Treasurer, Kevin Hamilton (hamiltonk1@livemail.uthscsa.edu).

Reimbursement Process

1. All appropriations are made via a reimbursement process after the funds have been dispensed by the student organization.
2. Only actual expenses will be reimbursed. Please submit original itemized receipts/invoices supporting travel and other expenses including name of person to be reimbursed and method of payment.
3. The appropriations committee must have all receipts and pictures/flyers are turned in to the Office of Student Life within 30 days of the event/trip. Once receipts, pictures/flyers are submitted by the student organization, the Office of Student Life will notify the SGA Treasurer for furthering the process.

Guidelines

1. The nature of travel/ event **must benefit the university as a whole**. Examples of events that meet this criteria include, but are not limited to, interdisciplinary conferences, global health trips, or community projects. Organizations will also be asked to provide an educational presentation to representatives of all schools following the event.
2. Student organizations may be awarded one travel and one event/activity appropriation per year.
3. Only actual expenses will be reimbursed. Please submit original receipts/invoices supporting travel expenses within 30 days of the event/trip.
4. Donations are **NOT** reimbursable.
5. Groups applying for funding are strongly encouraged to be interdisciplinary, in order to involve as many of the five schools at the HSC. The likelihood of funding the application increases when the purpose involves interprofessional education (IPE).

Travel (i.e. for in-state/out-of-state/ virtual conferences)

- Appropriations funding may be awarded for registration fees for conferences. (Lodging, airfare, mileage, etc. will be funded). Gas is NOT reimbursable. Legitimate expenses only will be reimbursed.
- We strongly encourage a group of students to travel in one car.
- Maximum funding per organization, per year, must not exceed \$1,000 for in-state travel.
- Maximum funding per organization, per year, must not exceed \$1,500 for out-of-state travel.

Note: Travel Reimbursements may be reduced due to budget limits. **Student organizations may only submit 1 travel application per year.**

Events (i.e. on and off campus community service, symposiums, walk/run events, virtual events, etc.)

- Maximum funding per organization, per year, must not exceed \$1000.
- When applying for an event, up to 50% of appropriation funds can be applied towards the total food cost of the event. The

funds for events should only be used to cover operating expenses (supplies, audio/visual requests, room reservations, facilities requests, cost of inviting a speaker, etc.) Appearance fees will NOT be funded. (*Exceptions may apply for walks/runs where food is necessary.)

- Groups must open event to ALL students at the HSC and prove they have advertised to the entire university, via email, etc.

Note: Student organizations may only submit 1 event/activity application per year. All appropriation applications will be revised by a case by case basis. Given current circumstances due to COVID-19, any events held on campus must ensure that their application maintains the current precautions set forth by the Environmental Health and Safety Department and follow the guidelines set forth by the Office of Student Life. Not maintaining these precautions may void eligibility of reimbursement for previously approved expenses.

Revised as of August 2020.