



How to Request Payments from Allocated Budgets in CampusGroups

In your Group Page click on Money > Budgeting.



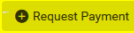
Choose the appropriate Budget from the drop down menu:

 **Budget - CampusGroups Test UG Campus Activities**



CU Tonight Fall 2019 

Next to the pertinent Budget Request / Item that you want to request payment against, click on Request Payment:

CampusGroups Test UG Campus Activities

#ID	REQUEST	BUDGET ITEMS			APPROVAL		PAYMENTS		
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	Date	Total Payment Requested
15596	Demo Budget Request for Transfer General Budget Request Priority - High This is a budget request created to demonstrate how easy it is for students to request university transfers in CampusGroups.	CU Tonight General Room Rental Appel Multi-Purpose Room 9/30	100.00	0.00	100.00	100.00	 		

Choose Payment Request in the Payment Type, enter an appropriate Description. Revenue/Expense should be Expense and enter the amount being requested in From Allocated...

 **Request Payment** 

CU Tonight General
Budgeted: \$100 > Requested: \$100 > Allocated: \$100
Remaining: \$50.01

DETAILS

Payment Type

Description
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

*** From Allocated**
Numbers only

*** From Group Funds**
Numbers only
Use funds from your group money balance

Make sure that you choose the correct organization in the Select YOUR Organization dropdown.

Payment Request

Group Name	CampusGroups Test UG Campus Activities	Payment Type	Payment Request
Group Type	Undergraduate Student Organization	Description	Test Pay Req
Budget Name	CU Tonight Fall 2019	Amount From Allocated	\$-100
Request Name	Demo Budget Request for Food	Amount From Group Money	\$0
Request Type	General Budget Request		
Documents			
Event Details	 Ithaca  Sep 30, 2019 - Sep 30, 2019  25		

Payment Request Form

[Edit](#)[Copy Link](#)[Manage](#)

Payment Details

Please know that original, detailed receipts are required for reimbursement. After uploading copy of the original receipt, you are required to keep the original receipt in your possession for 60 days in case of an Audit.

Select YOUR Organization *

CampusGroups Test UG Campus Activities

Please make sure you are selecting the correct group that you are requesting a payment on behalf of.

Chose the Appropriate Source of Funding (Law School, Vet School and Hotel School make sure to pay attention and choose the correct selection)

2. Source of Funding (Mandatory)

- SAFC
- GPSAFC (Not Vet or Law School - See below)
- CUTonight
- GJAC
- Club Sports Council
- Law School Funded (not GPSAFC funded)
- Law School (GPSAFC funded)
- Vet School (GPSAFC funded)
- Hotel School Budget (This is not for SAFC funded budgets)

Enter any other source of funding that will be used to pay for this event:

Please list all other sources of funding you intend to use to pay for this specific Payment Request if applicable.

Examples: Gift Funding, Departmental, etc.

Select the Appropriate Payment Request Type. The required paperwork for each is listed below.

Payment Request Type *

Payment Request Type options and required paperwork:

- **Reimbursement to Student/Staff or Alumni**
 - Original, itemized, receipts are needed. Save originals for at least 60 days after uploading.
 - SAFC Travel Addendum (on SAFC Website) is needed for SAFC Travel Reimbursements
 - Google Map or MapQuest PDF is also needed for Travel Reimbursements that include Mileage
- **Payment to Speaker**
 - Speaker Reimbursement and Payment Request Form AND/OR
 - Invoice (with all charges such as Speaker Fee, Travel, etc)
- **Payment to Vendor**
 - Independent Student Organization Engagement Agreement Form
 - Used for Performers and Entertainers as well
 - University Organizations - Submit a Quote or Invoice from Vendor
- **Payment to Sports Official**
 - Sports Official Form must be filled out and signed by official at time of contest
- **Payment to University Department**
 - Direct Payment/University Department Charge – Fill out online Payment Request Form only
 - Attach proof of booking, email, etc.

Daily Sun Advertisements – For Daily Sun Ads, whether SAFC funded or complementary, submit Daily Sun Authorization Form to Terry Ector in Willard Straight Hall

How to View Your Organization's Overall Allocations and Spending

In your Group Page click on Money > Accounting Book:

Accounting Book Show Archived Upload Transactions				
Budgets	Allocations/Revenues		Expenses	Balance
CU Tonight Fall 2019	\$0.00		\$0.00	\$0.00
GPSAFC 2019-2020 September Budget Request	\$0.00		\$0.00	\$0.00
GPSAFC 2019-2020 August Budget Request	\$825.00		\$0.00	\$825.00
Law School First Budget Deadline September 27, 2019 (Law School only--no other groups)	\$0.00		\$0.00	\$0.00
Group Funds	\$0.00		\$0.00	\$0.00
Total	\$825.00		\$0.00	\$825.00

In the future, we hope to include Outside Funding and Gift Funds in this list 😊