



# **SAFC Reimbursement Help Session**

**Fall 2019**

# Agenda

1. Timeline
2. Forms of Payment
3. Tiers
4. Submitting Payment Requests via CampusGroups

# Timeline





# Forms of Payment

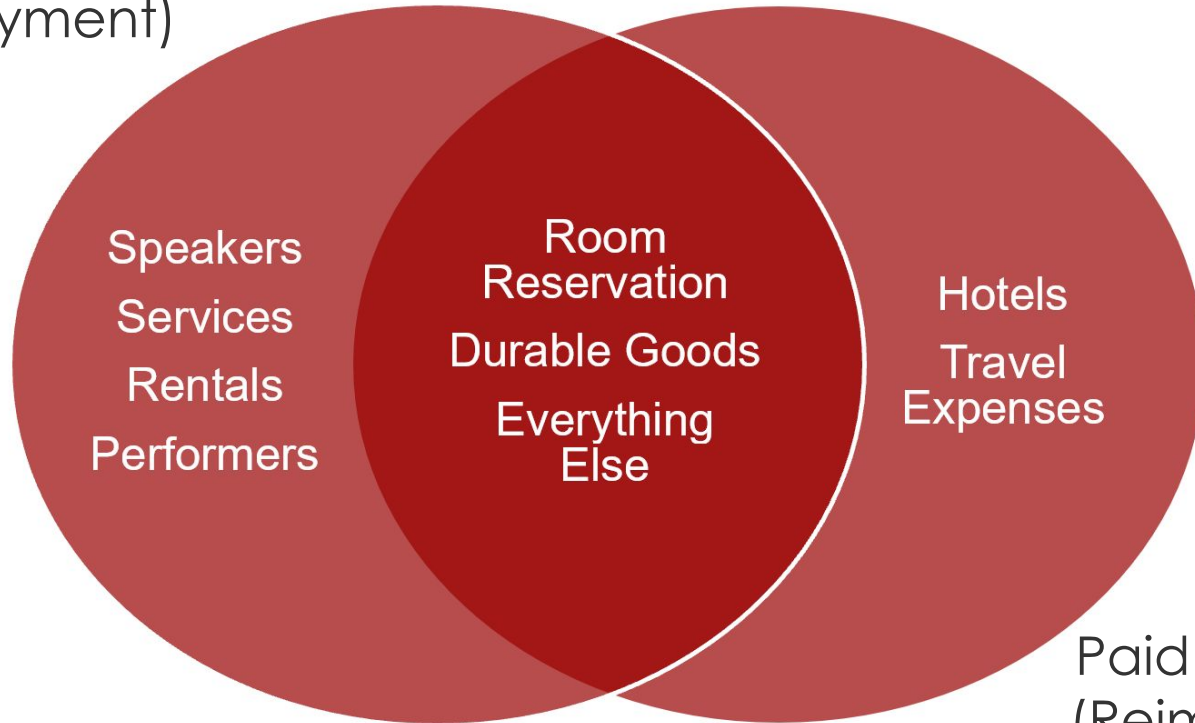
# Two Forms of Payment

How to spend funds:

- **Direct Payment:** University pays for good/service in advance
- **Reimbursement:** Paid out of pocket by individual, organization, or university department
  - Reimbursed by the SAFC via cash/check.

# Two Forms of Payment

Paid by Cornell  
(Direct Payment)



Paid by Students  
(Reimbursement)

# Direct Payment Requests

- **Speakers/Performers (Required)**
  - Lecture/speaking engagements
  - Coaching/lessons
  - Entertainment, etc.
- **Third Party Rentals/Services (Required)**
  - **MUST** have Cornell Insurance
- **Campus Room Rentals and Campus Service Vendors**
  - Includes Statler, Bailey, Barton, CU Police
- **Daily Sun Advertisements**
  - Use “Cornell Daily Sun Advertisement Authorization form”

# Note About Vendors & Contracts

- **Cornell will not reimburse for any payments made directly to a vendor**, including but not limited to:
  - Lecture/speaking engagements, coaching, referees, entertainment, etc.
  - For tax reporting purposes, Cornell MUST initiate the payment
- **Vendors must meet Cornell's insurance requirements in advance**
  - To see if a vendor has met all insurance requirements:
    - University groups – contact your departments Business Service Center
    - Independent groups – contact Loreen Geiger (lag19)
- **Students cannot sign contracts on behalf of University:**
  - University groups must have Karli Buday (WSH 5th Floor) sign any contracts



# Reimbursement Requests

- Can reimburse students, staff, or departments
- Available for durable goods, student travel, good for local event, etc.
- This must be submitted within 30 days of payment
  - If amount < \$75, the person who paid for the item will need to pick up cash from Terry Ector's office.
  - If amount > \$75, a check will be sent to the mailing address provided on the request.
- Requires an attachment of the **original, itemized receipt**
- Submitted via CampusGroups, no other forms needed (except for Student Travel Addendum form if Travel Event).

# Reimbursement Requests

## Required Documents:

- Take a picture of the **original, itemized** receipts
- Valid proof of payment
  - e.g. receipt from vendor showing payment or credit card statement showing your name and the bank name (please blackout account information)
- Event announcement/proof of event or team schedule
- Other forms required for specific cases, e.g. Student Travel Reimbursement Addendum

# Other Special Requests

- **Special Projects Request** - Add money to your budget
- **Special Cancellation** - Remove money from your budget
- **Category Transfer Request** - Move money around on your budget

# Special Project Request

- 2 Requirements
  - Your organization submitted a budget before the original September 16th deadline
  - Your organization received an allocation of at least \$0.01
- Used to add money to your budget
  - Allows an organization to add money to their budget
  - Can only be used for requests that could not be anticipated in your original budget
- Valid Special Projects include, but not limited to:
  - Increased membership to a travel event
  - Raise in price of a tournament since September

# Special Project Request

- Can only be done for expenses that could not have been accounted for
  - I.e. If you submitted a line item, it got denied, and now you have excess room in your budget, you can not move to any of the existing line items
- Done online via CampusGroups

# Category Transfer Request

- Category Transfer Request
  - Allows organization to move SAFC funds between line items on your budget
  - Example: If you applied for a travel event that is cancelled, you can instead use the allocated funds for another travel event, a durable good, or other funding category.
- Done with a paper form (found on [the SAFC website](#)) & submitted in person at Terry Ector's office

# Special Cancellation Request

- Form to report expenses that come in under budget do to **unforeseen** circumstances.
- Must be submitted within **two weeks** of the organization becoming aware of the inability to fulfill the expense
- Examples of Unforeseen Circumstances:
  - Speaker/performer cancellations after the budget was reviewed,
  - Weather conditions prohibiting travel, or
  - Injury or illness.
- Done with a paper form (found on **the SAFC website**) & submitted in person at Terry Ector's office

# Forms

## Speakers/ Performers/Services

2 Forms:

1. Independent Student Organization Engagement Agreement
2. Speaker Payment Form

## Travel

1 Form:

1. Student Travel Addendum

## Everything Else

0 Forms:

1. Still need original, itemized receipt



# Submitting Forms & Documents

- Submit as soon as possible
  - Don't have to wait until the deadline to submit
  - Turning forms and documents earlier most likely results in faster payment
- Important deadlines include:
  - **November 8th at 4PM**
    - Category Transfer & Special Cancellation Deadline
  - **November 26th at 4PM**
    - Last Day to Print Publications & Durable Goods Deadline
  - **December 13th at 4PM**
    - Reimbursement Deadline



Tiers

# The Tier System

- Student organizations placed into a tier based on their spending history
- New groups applying will automatically be placed in \$500 tier



Performance Tier 1: \$7,500

Tier 2: Cap of \$5,000

Tier 3: Cap of \$4,000

Tier 4: Cap of \$3,000

Tier 5: Cap of \$2,000

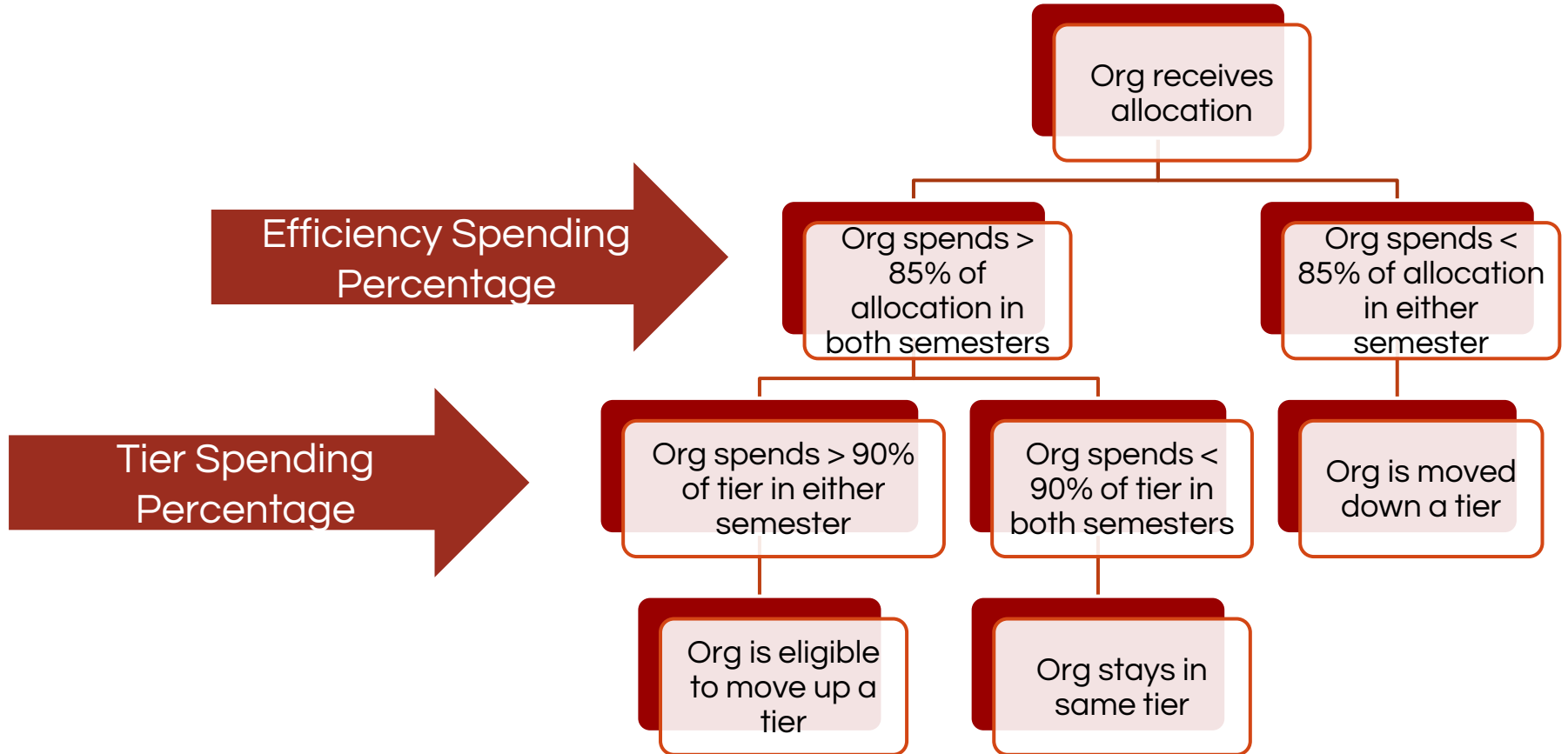
Tier 6: Cap of \$1,000

New Groups: Cap of \$500

# Moving between tiers

- Groups can move up a tier, down a tier, or remain in same tier
  - Movement occurs at the end of every academic year (end of spring semester)
  - Determined by two criteria:
    - i. **Tier spending percentage:** the amount a group spends as a proportion of its tier cap each semester
      - Calculated as  $(\text{Funds Spent} / \text{Tier Cap})$
    - ii. **Efficiency spending percentage:** the amount a group spends as a proportion of its allocation each semester
      - Calculated as  $(\text{Funds Spent} / \text{Allocation})$

# Movement Scenario





# How to Request Payment on CampusGroups

# Step One: Navigate to Budgeting

In your Group Page click on **“Money”** --> **“Budgeting”**.

Choose the appropriate Budget from the drop down menu:

- For SAFC-funded groups, choose **“SAFC Fall 2019”**



## Budget - CampusGroups Test UG Campus Activities







CU Tonight Fall 2019



# Step Two: Create Payment Request

Next to the pertinent Budget Request / Item that you want to request payment for, 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	<p>Demo Budget Request for  </p> <p>General Budget Request</p> <p>Priority - High</p> <p>This is a budget request created to demonstrate how easy it is for students to request university transfers in CampusGroups.</p>	CU Tonight General Room Rental Appel Multi-Purpose Room 9/30	100.00	0.00	100.00	100.00	 	  Request Payment	



# Step Three: Fill out request

Choose **“Payment Request”** for the Payment Type & enter an appropriate **description**.

Revenue/Expense should be **“Expense”** & 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

# Step Four: Select your organization

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

## Payment Request

<b>Group Name</b>	CampusGroups Test UG Campus Activities	<b>Payment Type</b>	Payment Request
<b>Group Type</b>	Undergraduate Student Organization	<b>Description</b>	Test Pay Req
<b>Budget Name</b>	CU Tonight Fall 2019	<b>Amount From Allocated</b>	\$-100
<b>Request Name</b>	Demo Budget Request for Food	<b>Amount From Group Money</b>	\$0
<b>Request Type</b>	General Budget Request		
<b>Documents</b>			
<b>Event Details</b>	 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.

# Step Five: Select SAFC for Source of Funding

Choose “**SAFC**” for the Source of Funding.

## 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)

## Step Six: Enter additional sources of funding

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.

# Step Seven: Select Payment Request Type

Select the Appropriate Payment Request Type.

Payment Request Type \*

## **Reimbursement to Student/Staff or Alumni**

- Can use for anything EXCEPT for guest payment fees & vendors that come to campus

## **Payment to Speaker**

- MUST use for guest payment fees

## **Payment to Vendor**

- MUST use for all vendors that come to campus. Can use for direct payment.

## **Payment to Sports Official**

## **Payment to University Department**

- Can use for room rentals, Cornell service vendors



Last Few Tips

# Overview of Payment Requests

## ■ 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 Event Reimbursements
- Google Maps 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)

## ■ Daily Sun Advertisements

- Submit Daily Sun Authorization Form to Terry Ector in WSH

# Overview of Payment Requests

## ■ **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.



# Best Practices

- Complete forms electronically and submit it as soon as possible
  - Terry's office - WSH Business Center
  - All **non-SAFC** forms can still use **paper** - forms on SAFC website
- Be timely and stay mindful of deadlines
- Spend allocated funds before they revert
- Submit the proper forms with proper required documentation

# Good Luck!

For questions, please reach out to:

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