

## **SGA Appropriations Process and Guidelines**

### **Application Process**

1. Only student organizations, who are registered 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. See [www.uthscsa.edu/sga](http://www.uthscsa.edu/sga) for meeting dates
4. Send the completed appropriation to [SGA@UTHSCSA.EDU](mailto:SGA@UTHSCSA.EDU)
5. The appropriations committee will contact each student organization requesting money with further instructions
6. 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 to the committee

### **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 receipts/invoices supporting travel expenses including name of person to be reimbursed and method of payment
3. The appropriations committee would like that all receipts and pictures/flyers are turned in to the [SGA Treasurer](#) within **30 days** of the event/trip.

### **Appropriation Guidelines**

1. Appropriations are made by SGA for student travel to professional conferences, student events, or student led community service events
2. The nature of travel/event must benefit the university as a whole
3. Student organizations may only be awarded one appropriation per semester
4. Donations are **NOT** reimbursable
5. All appropriation requests are subject to these guidelines, the discretion of the SGA appropriations committee, and budgetary limits

### **Travel Appropriations**

- 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.
- Complete the [Texas Hotel Occupancy Tax Exemption Certificate](#)
- 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 (up to five students at \$200 each)
- Maximum funding per organization, per year, must not exceed \$1,500 for out-of-state travel (up to five students at \$300 each year)

### **Event Appropriations**

- Maximum funding per organization, per year, must not exceed \$1000
- When applying for an event, appropriation funds cannot go towards the purchase of food. \*Exception may apply. 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.
- Groups must open event to ALL students at UTHSCSA and prove they have advertised to the entire university
- Community Service Events, SGA will fund \$1,000.