

Policies on Student Organizations Purchases and Reimbursements

All requests must be approved by Kirandeep Kaur and the University of Maryland School of Nursing

General Information

The University of Maryland School of Nursing provides funding each semester to established student organizations within the School of Nursing. Due to the nature of this funding, only School of Nursing students can be supported by these funds. Each organization may allow students enrolled in other schools at UMB to join at their discretion (example: a student from the UMB School of Medicine could join the UMSON chapter of Nurses for Global Health if the chapter so allows); however, students enrolled at schools other than the School of Nursing should seek any financial support for student organization activities (e.g. events, conference attendance, etc.) from the school in which they are enrolled.

Each organization will be given a set amount of funds at the beginning of each semester to use towards their planned events and purchases for the term. This amount is determined by the total amount available for all organizations for the term, as well as existing account balances for each organization, so it is subject to change. Organizations are allowed to use their allotted funds until they run out. Should an organization feel they need funds that exceed their available account balance and/or additional awarded funds, the organization can submit a proposal to request additional funds. If an organization would like to request additional funds, they must submit a written proposal to Kirandeep Kaur for her approval.

Travel

An official "Travel Request" **must** be entered into the University System **at least 14 days prior to travel** before travel arrangements can be made. **Donna Cucina** in the Administrative Services Office can help you with your travel arrangements. You will need to meet her to supply her with your personal information so that she can move forward with the arrangements. **The University will pay upfront for your:**

- 1. flight cost**
- 2. conference registration**

but please give yourself plenty of time to coordinate these purchases with the Administrative Services office. There is no need for you to front these costs.

The **remaining travel costs** (such as hotel, taxi/Uber/Lyft, parking, food (per diem: \$9 (breakfast), \$11 (lunch), \$25 (dinner)), etc.) will need to be paid by you and then reimbursed after you return from your trip. **Be sure to save all of your receipts!** You have **ten days** after you return from your trip to submit your expenses for reimbursement.

Please note the following updates to the Travel policies effective January 1st, 2018:

1. If you request reimbursement for meals on your day of **departure** or your day of **return**, you will be reimbursed at up to 75% of the daily federal rate.
2. Meals from **day trips** (those trips that do not include an overnight stay) are **not reimbursable**.

3. Reimbursement requests submitted **over 60 days post-travel** are then considered **taxable income by the Internal Revenue Service (IRS) and you will be required to document them as such.**

International Travel

Any international travel must be coordinated through the UMSON Office of Global Health and is considered a school-sponsored activity. Any proposed international travel that is not approved by the Office of Global Health and the organization's faculty advisor will not be approved. Travel that takes place without prior approval can result in loss of privileges for the organization, and costs incurred by students who travel without approval may not be reimbursed.

Food Costs

In order for your food costs to be covered or reimbursed using school/state funds, your event must be a part of the current semester's approved budget. Our goal here in the Student Success Center and in Administrative Services is to minimize any upfront cost on your part.

If food is going to be served at your organization's event, you will need to do some **preplanning** regarding the vendor selection. You have several options if you choose to order food through a caterer or vendor. They are:

- **Culinart**: If you choose to order food through Culinart, please use their online ordering system and **specify that the invoice be sent to Donna Cucina. Please be very clear when ordering who is placing the order, what organization you are representing, and what event the order is for.** When Donna receives the invoice, your organization will need to provide her with the following "backup" in order to pay the invoice:
 - proof of advertisement of the event
 - an attendance list from the event
- **Pre-approved caterer/vendor**: Any caterer or pre-approved vendor from the list of Preapproved Caterers will accept the University credit card. **Donna Cucina** is the authorized individual for this card so she must be contacted at least three (3) weeks before the event so she is aware of the order and can contact the vendor to make payment. After you have reached out to her, she will let you know what other information she will need from you in order to execute the order. **State regulations mandate that orders placed through preapproved caterers/vendors cannot be paid for after an event has taken place.**
- **Vendor not on the aforementioned list**: You will need to contact Donna Cucina with information on the vendor so that she can initiate a purchase order. **A purchase order needs to be initiated three weeks prior to the event date.** In addition, the vendor will need to be notified that payment will take at least four weeks post-event date.

If you choose not to use any of the above options and front the money yourself: be advised that you can expect that it will be **eight weeks** before you receive your reimbursement check. This option is the **least preferred** under all circumstances. Please remember that reimbursement requests for food

purchases made for general body meetings will no longer be approved **beginning in the Fall 2017 semester.**

(Food Costs, continued)

Regardless of which of the above options you choose, certain required documentation (“**Reimbursement Packet**”) must be turned into the Administrative Services Department in order to begin the reimbursement process. **Your reimbursement packet must contain the following:**

- A completed and signed Request for Funds or Reimbursement cover page
- original receipts
- attendance list (if reimbursement is related to an event of any kind)
- Flyer or email announcing the event (“promotional material”)

Please submit reimbursement packets to **Dardanelles Estes** (destes@umaryland.edu) and cc: **Kirandeep Kaur** (kkaur@umaryland.edu) as soon as possible to expedite the reimbursement process. If any required documentation from the packet is not included, you can expect that there will be additional delays in processing your request.

Miscellaneous Reimbursement

If there are any miscellaneous purchases you will be making on behalf of a student organization event, **please contact Kirandeep Kaur or Donna Cucina prior to the transaction** to discuss how your upfront costs could either be minimized or avoided all together.

- Please remember that **state rules always apply** when considering whether you can make a purchase/seek reimbursement.

Fundraising

Your organization is allowed to raise funds; **however**, state regulations do not allow donations on behalf of UMSON or a student organization housed within UMSON (monetary, property, or otherwise) to any other organization. If you raise funds and deposit them into a University of Maryland Baltimore or University of Maryland School of Nursing account, these funds are then considered state funds and are subject to any and all state rules and regulations. Your organization is prohibited from keeping organizational funds in any external bank accounts outside of the University of Maryland School of Nursing. If your organization currently has additional bank accounts separate from the UMSON (even if you do not use the UMB or UMSON name), please ensure your faculty adviser and Kirandeep Kaur are aware of their existence and their use. Failure to do so may result in a loss of funds for your organization.

Policy on Privilege

It is a privilege for your organization to be given funds to use for events, conferences, and the like. Please do your best to adhere to the state rules and regulations in place regarding the use of funds and reimbursement requests for purchases you have made on behalf of your organization. Behavior that demonstrates disregard for these rules and regulations may result in the loss of access to school/state funds for your organization and/or other disciplinary action.

I, _____ (name of Treasurer), representing
_____ (name of organization), acknowledge that I have read the above and
understand the state and school regulations regarding student organization funding, purchases and
reimbursements and agree to abide by these policies. I understand that it is my responsibility as
Treasurer for _____ (name of organization) to disseminate the information found within
this document to the other members of my organization so that all members of student
organizations receiving funding from the University of Maryland School of Nursing abide by the
financial policies and procedures set forth by the University of Maryland School of Nursing, the
University of Maryland Baltimore, and the state of Maryland.

(Please print and sign your name on the lines below)

_____ (Print)

_____ (sign)

(Treasurer for _____ (organization))

Date _____

(Kirandeep Kaur, Assistant Director, Student Success Center)

Date _____

