

SOAC Funding and Travel Policy

Student Organization Allocation Committee (SOAC)

- All registered student organizations in good standing can apply for funding through SOAC.
- New student organizations are not eligible for 6 months
- Must have a EIN number on file
- Application process
- Reimbursement process
 - Your organization pays up front
- 3 different types of funding
 - On Campus Event
 - Travel
 - 1x Funding

On Campus Event Funding

- Up to \$2,000 for each event
- Event **MUST** be open to the entire campus, not just an event for your organization
- Activities must benefit, entertain, develop, or educate the student body
- Limitations on events
 - No awards or prizes
 - No inventoried items
 - No alcohol
 - Cannot fund event if you charge admission fee
 - No decorations that can be reused or party favors/souvenirs

Travel

- \$350 per student with maximum up to \$1,400
- Required to have advisor in attendance and travel with the organization
- Travel to regional/national conference or competition
- Can request only 1 time per semester
 - Spring/Summer are considered 1 semester

1X Funding

- Up to \$200
- Benefit the individual organization
- For the purposes of training, recruitment, and marketing
- Only request ONCE per entire academic year!

Application Process

- Submit funding packet to Jeremy Sippel
 - Application, W9 form, quotes, budget, travel itinerary, etc.
- Packet must be submitted **AT LEAST 15 BUSINESS DAYS PRIOR TO TRAVEL/EVENT**
- Attend SOAC funding meeting
 - SOAC meets every other Tuesday at 1pm in RSC Workroom
 - Must have 1 representative attend
 - You will find out your approval at the meeting

Expense Report

- After your event/travel you will submit an expense report with receipts to Jeremy
 - If travel request, put names who stayed in hotel on each hotel room bill
 - If event and paid by check, need to attach a bank statement showing check cleared, or voided check.
- If expense report not submitted prior to 2 week deadline, funds will be forfeited.

Reimbursement

- Reimbursement check can take 2-3 weeks depending if all documents are submitted correctly.

Travel Policy

- Any student organization traveling using SOAC funds needs to have advisor travel and attend conference/competition with organization
- List of travelers needs to be submitted to Campus Operations and Safety and UPD
- If SOAC is funding you for Enterprise Rental Car
 - Whoever is driving must be certified by the University to drive!!
 - \$11 charge, fill out a form online, needs to be paid with a university account

Questions?