



USG Undergraduate
Student
Government
Tempe

USG Tempe

Finance Committee

Funding Information

Funding Deadlines - Fall 2023

- **Opened July 1st, 2023**
- **Fall 2023 Deadlines**
 - **Pro dev/Travel - October 20th**
- **All Funding paperwork due by November 9th, 2023**

Funding Deadlines - Spring 2024

- **Open December 11th, 2023**
- **Spring 2024 Deadlines**
 - **Pro dev/Travel - March 15th**
- **All Funding paperwork due by April 12th, 2024**

Student Organization Funding Training



Associated Students of Arizona State
University- Training 2023-2024

Funding Guidelines

- **All funding requests are due:**
 - 6 Weeks in advance for guest speakers, artists, performers or individual/group travel requests
 - 4 Weeks in advance for all event funding
 - Requests are due 24 hours prior to the Appropriations committee meeting or time designated by team
 - Requests over \$5000 must be submitted six weeks in advance from event.
- **Check comments in SunDevilSync and check your ASU email for communication regarding your request**

Funding Guidelines

Budget Request

- First Step when requesting funding
- Created in SunDevilSync



Purchase Request

- Only submit if Budget Request was approved
- Must be initiated by student group on SunDevilSync

Funding Process

Travel and Professional Development Funding

Fall Deadline: October 20

Request must be submitted 6 weeks in advance

What can you include? (*Refer to your USG Campus bylaws*)

- Airfare (No “Business” or “First Class”. Only “Coach” or “Economy”)
- Conference/ event registration fees
- Travel fee

***Advisor must be involved with the travel plans and funding process*

***All travel must adhere to ASU policies and CDC travel guidelines to ensure safety*



Travel Funding

- Individual funding requests should not exceed amount of \$500 per academic year.
- Group travel funding requests should not exceed \$2,000 per academic year, regardless of the number of attendees.
- When submitting Expense Reports in Concur, ALL receipts must be submitted no later than 10 days upon return of travel.

A VIRTUAL CONFERENCE FEE due six weeks before event

- Conferences must occur within the Academic Year.
- Your application will not be approved if the event is after December 5, 2023 (fall) or April 28, 2024 (spring) or if the application is received after October 21, 2023 (fall) or March 17, 2024 (spring).

- In-State Travel does not require ASU Student Travel Profile be set up in Concur. Student must submit completed Request for Funds “RFF” form & conference brochure/agenda to Business Office prior to travel.
- Receipts can be sent afterwards (within 10 days of return).



Funding Process

In Person Travel

- Travel must occur within the Academic Year.
- Travel will not be approved if the event is after December 4, 2023 (fall) or April 26th, 2024 (spring) or if the application is received after October 20, 2023 (fall) or March 15, 2024 (spring).
- Required that purchases are not made until a trip request is approved in Concur.
- Students should NOT use the ASU Airfare “Travel” Card when booking in Concur.
- Travel when using USG funds is reimbursement-based only.
- As evidence of payment, a redacted image of the credit card used for payment that shows the last 4 digits and the name of the cardholder is required.
- To be eligible for reimbursement, when payment is made by a different person than yourself, you must provide a proof of repayment



Travel Restrictions

- Travel between multiple funding sources will not be supported by USGT. This means that if you apply for USGT travel funding, you cannot also apply to your college for travel funding.
- Travel for events that are required for academic credit i.e.) Thesis Projects will not be supported.



Travel Restrictions

The following types of travel will not be funded by USGT.

- Leisure travel will not be funded under any circumstances
- Travel to exclusive religious or political events
- Travel to events that are not strictly related to a student's professional development
- Travel to Greek events that cannot be easily justified why it pertains to their professional or academic development
- Travel to events that are not supported by the ABOR bylaws - <https://www.azregents.edu/board-committees/policy-manual>
- Travel to international events
- Study Abroad Trips
- Travel to events 50 miles or less from ASU (transportation fees restricted, registration fees allowed)
- Travel to events that are required for academic credit e.g. Thesis Projects
- Travel to graduate school interviews/auditions
- Travel to job and internship interviews
- Travel to sports and athletic competitions, tournaments or events
- Travel that occurs after the end of current semester. Travel must occur within the academic year.

Professional Development



EXAM REIMBURSEMENT

Welcome to the Arizona State University, Undergraduate Student Government Tempe (USGT) Higher Education Exam Funding page!

The USGT is committed to supporting students in their aspiration to pursuing higher education. Through this program we want to support students by easing the financial barrier in regards to their entry exams.

Each student can be awarded funding for ONE graduate entrance test they take and only 75% of the cost will be reimbursed

These are just commonly taken tests and not the only options.



Eligibility:

- Student must be enrolled in a degree granting program at ASU.
 - Undergraduates: Be enrolled in at least 12 credits per semester
- The purchase must be made by the ASU undergraduate student taking the exam.
 - We require that the students pay for any expenses before applying, not a parent/guardian or similar affiliate as they would not be able to get properly refunded.

Documentation Needed:

- Receipts and/or supporting documents must show
 - Last four digits of card number used
 - Student name
 - Exam information
 - Vendor information
 - Proof of payment
 - Proof that exam was taken
 - Date of purchase

Other Expenses

Applicant must be able to show that this expense is for their professional development. This will only be processed as reimbursement.

Types of expenses allowed:

- The annual membership fee for LinkedIn Premium (\$240)
- Grad Exam Materials such as textbooks, prep courses outside of ASU, and flash cards
- Virtual professional development course/certification fees

Make sure you keep the receipt that shows the following:

- Vendor Information
- Date of Purchase
- Item purchased
- Total amount paid
- Proof of payment such as card holder name and last four of card number used

If your receipt does not show the above, additional documentation will be requested

Submit your application and receipt within 10 days of purchase

Finance

Committee Budget

Request Process



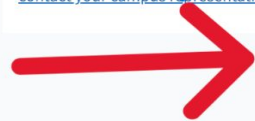
Explore Arizona State University

Is your club Frozen?

Clubs that did not receive an approved re-registration by May 1st have been Frozen. Please [contact your campus representative](#) for more info.

Re-registration is a rolling deadline

Registrations opened on April 3rd. If you have not yet registered, please submit a re-registration. For more information, please [contact your campus representative](#).



Mason DoVico

- Paths
- Event History
- My Organizations
- Experiences
- Co-Curricular Transcript
- My Submissions
- My Downloads
- Send Feedback

SIGN OUT



Welcome Carnival

August 11 at 12:30PM MST
Bay Gym

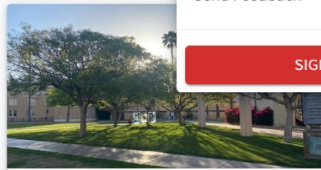
Organized by 3 organizations



Study Abroad 101

Friday, August 11 at 2:00PM MST
Student Services Building

The Global Education Office



Free Fridays with CaBSS

Friday, August 11 at 2:00PM MST
Biodesign C

Chemical and Biological Sciences Society

VIEW MORE EVENTS



Go to SunDevilSync click the circle with your initial.

Once the drop down menu appears, click the tab labeled "My Submissions"

Personal Budget Requests



CREATE REQUEST

Search

All : 0 result | Export CSV PDF

Sort by: Submitted Date

In the Budget tab, click on "Create Request"

No Requests match the search or filter criteria.

Create New Request

Select a Process or Budget to Start Your Request

Process: **Downtown Undergraduate Professional Development**

Available from 7/1/23 12:00 AM to 10/20/23 11:59 PM

Funding request form for individual professional development opportunities on the Downtown campus.

**Training is required prior to submission, please complete with your local student government.

Budget: [Downtown Undergraduate Professional Development](#)

Process: **Polytechnic Undergraduate Professional Development and Travel Funding**

Available from 7/1/23 12:00 AM to 10/20/23 11:59 PM

Funding request form for individual and organizational professional development opportunities on the Polytechnic campus. Requests should be submitted at least 8 weeks in advance, up to 3 months for international or complex travel plans. Please complete the form at <https://canvas.asu.edu/enroll/KYG6KX>.

Budget: [Polytechnic Professional Development and Travel](#)

Professional Development and Travel funding is intended for students and clubs on the Polytechnic campus to better their professional resume and understanding. Requests should be submitted 8 weeks in advance for complex trips. Please select the form for the campus that your student organization is affiliated with - Downtown, Polytechnic, or Tempe. Selection of a campus/government location may result in delay or denial of funds. Please attach supporting documents/itemize

Process: **Tempe Undergraduate Professional Development/Travel Grant**

Available from 7/1/23 12:00 AM to 10/20/23 11:59 PM

This is the application for Tempe Undergraduate Professional Development funding. Required Appropriations Training: <https://canvas.asu.edu/enroll/NLLEJY>.

**Travel applications must be submitted at least 6 weeks prior to travel
Reference CDC Guidelines for all travel:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Budget: [USG Tempe Professional Development/Travel](#)

Applicants may receive up to \$500 per person, per year.

Be sure to select one of the Funding processes on your campus (Example: Tempe PDTG)

New Request: Tempe Undergraduate Professional Development/Travel Grant

Budget: USG Tempe Professional Development/Travel

REQUEST

* Request Title (Required Field)

Description

CANCEL

← PREVIOUS

NEXT →

Write your public purpose statement here. Describe how this request will benefit you in your professional development.

Public Purpose



How to Write a Public Purpose

FIN 119: Public Purposed Served (<https://www.asu.edu/aad/manuals/fin/fin119.html>)

Description of a Public Purpose: A public purpose is the reason taxpayers allow you to spend their money. It is not an explanation of what was purchased, and it is not a description of an event Think of it as a 2-3 sentence argument for what you used this money for and how it benefited your department, club and the ASU community.

Words to use when writing a public purpose:

- Retention
- Education
- Security
- Civic engagement
- Community outreach
- Professional development
- Event planning
- Community building
- Participation Incentives
- Tokens of Appreciation
- Event Supplies

Ideal Phrases to Use:

- Encourage participation
- Promote civic engagement
- Community outreach
- Facilitate communication
- Show appreciation
- Support academic excellence
- Foster a bond between members
- Persistence to graduation
- Encourage participation

Include:

- What you purchased
- What the purchased item was used for (meeting, event, advertisement, etc.)
- How this will benefit your department or club
- How this item will benefit other students and the ASU community

Do NOT include:

- Only a list of goods purchased
- Only a description of the event
- Only a list of participant names
- The words "gift", "donation", "prize", "decoration"

Example 1

Payment for: conference travel

Unacceptable Public Purpose: To have a good time while learning about leadership

Acceptable Public Purpose: In order to promote professional development, one staff member and ten students attended the National Association of Leadership conference. Over the course of one weekend, the attendees learned the valuable leadership strategies that will help them run our organization more effectively. In addition, they attended interactive workshops that taught them how to plan campus-wide events that will promote leadership to all students on campus.

Example 2

Payment for: honorary plaque for a speaker

Unacceptable Public Purpose: This plaque is going to be gift for a speaker at our club meeting.

Acceptable Public purpose: Lady Gaga attended our weekly general meeting to inform our members about her recent efforts to go green and ways that our organization can improve our currents endeavors to increase sustainability. In order to show appreciation, our president presented Lady Gaga with an honorably plaque.

Example 3

Payment for: food for general meeting

Unacceptable Public Purpose: Since our meeting is at a dinner time and the members get hungry, we ordered pizza for our general meeting.

Acceptable Public Purpose: In order to promote attendance and attract new members, our organization ordered two pizzas. After eating, our members were significantly more enthused as we planned our spring event, Make a Difference, to promote civic engagement and fun.

Example 4

Payment for: Posters and flyers to advertise event

Unacceptable Public Purpose: These posters and flyers will raise awareness for our event.

Acceptable Public Purpose: These posters and flyers were posted around campus in order to raise awareness for our event, Spring Welcome Mixer, and promote student involvement on the ASU Tempe community. With ice-breakers and various fun activities, the event promoted comradery and fostered relationships between out of state students.

Example 5

Payment for: Copies

Unacceptable Public Purpose: These agendas were passed out at the meeting so members knew what was going on and could read the action items addressed during the meeting.

Acceptable Public Purpose: These agendas were distributed to all of the Board members in order to facilitate communication and organization derigs our general meeting. At this meeting, our organization planned our upcoming community outreach activity, Devils our Way, which will promote acceptance of diversity on campus.

Continue filling out all the required fields.

USG Finance Committee Example

Traveler Profile Information

*** Student Status**

- Undergraduate Student
- Graduate Student
- Other

*** Traveler Information**

* Traveler First Name

* Traveler Last Name

* ASU 10-Digit Affiliate ID

* ASURITE ID

* ASU Email Address

* Phone Number

*** Primary Location Affiliation**

- Downtown Phoenix
- Polytechnic
- Tempe
- Thunderbird
- West

*** Have you created a "[MyASU Trip](#)" profile before?**

- Yes
- No



Required Documentation

A conference brochure is required for all travel funding requests and must show the specific dates and location of the event. This can be a screen grab of the website or a PDF of the conference brochure.

If your travel funding request is for in-person travel, itemized receipts are required. These must show payment method, your name, and date of purchase. This includes the registration cost, flight cost and lodging cost. Further details of what is required will be emailed to you by the USG Business Office.

If attending a conference virtually, specific details on what is required will be emailed to you by the USG Business Office.

The information will need to match what was on your application. If additional assistance is needed you may call the ASASU Business Office (480-965-3131) to speak with a staff member or email usg@asu.edu.

You must submit required documentation such as a quote, receipt, screenshot, etc. detailing the price of the flight, hotel, registration fee, program fee, etc.

This information is used to ensure the correct amount of funds are being allocated by the Finance Committee and the USG Business Team.

FINISH LATER

◀ PREVIOUS

SAVE AND NEXT ▶

Request: Tempe Undergraduate Professional Development/Travel Grant

Budget: USG Tempe Professional Development/Travel

REQUEST

⚠️ ADDITIONAL INFORMATION

BUDGET

USG Finance Committee Example

Requested Total \$0.00

Reviewer Adjusted Total \$0.00

| Sections (1) | # of Line Items (0) | Amount |
|--------------|---------------------|--------|
| Travel Costs | 0 | \$0.00 |

Budget Section:

Travel Costs



+ ADD ITEM

+ ANOTHER "TRAVEL COSTS" SECTION

FINISH LATER

← PREVIOUS

SUBMIT

Click "add item" to select a line item such as Airfare, Lodging, ect.

Write the company you plan to use in the “Name” field. Create a new line item for each expense (Lodging, Registration fee ect.).

The description should be a brefer statement about the expense.

The cost should reflect the total listed in the description. The quantity should be set to 1.

Upload your quotes. Be sure the quote includes the company name, list of items to be purchased, and the total cost including tax and shipping.

New Line Item

* Line Item Category (Required Field)

Airfare (Expense) ▾

*This is a line item for travel to/from the conference or activity.
Acceptable alternative mode of transportation include car, bus, or train as long as the distance is more than 50 miles from the Tempe campus.*

* Name (Required Field)

American Airlines

Description

Airfair Expense

* Quantity

1

X

* Cost

\$ 300

=

Total

\$300.00

Upload Support Document (10MB max)

Choose File No file chosen

Request: Tempe Undergraduate Professional Development/Travel Grant

Budget: USG Tempe Professional Development/Travel

REQUEST

ADDITIONAL INFORMATION

BUDGET

USG Finance Committee Example

Requested Total **\$500.00**

Reviewer Adjusted Total **\$500.00**

| Sections (1) | # of Line Items (2) | Amount |
|--------------|---------------------|----------|
| Travel Costs | 2 | \$500.00 |

Budget Section:

Travel Costs

| | | | |
|---|---------|--------------|----------|
| 1. American Airlines <input type="checkbox"/> | Airfare | 1 x \$300.00 | \$300.00 |
| 2. Hilton Hotel <input type="checkbox"/> | Lodging | 1 x \$200.00 | \$200.00 |

+ ADD ITEM

+ ANOTHER "TRAVEL COSTS" SECTION

FINISH LATER

< PREVIOUS

SUBMIT

Before Submitting

- Check to make sure your totals are correct
- Make sure the expense costs are separated by the type of expense and all quotes are attached
- Include shipping and tax in your total. The best way to account for it is to put everything in your shopping cart and continue to "check out"
- If everything looks correct go ahead and submit

Budget Request Outcomes



The Finance Committee will review all submitted requests and communicate the outcome to you.

Possible outcomes

- Fully Approved
- Returned for Resubmission
- Denied

To initiate the purchase on SunDevilSync, the purchase request must be submitted within **one month** from the Finance Committee approval date.



Contact Information

Finance Committee Chairmen:

- Mason DoVico - mdovico@asu.edu
- Nathaniel Welton - nwelton1@asu.edu

Website: <https://www.asuusg.com>