



UCONN

Graduate Student Senate

Outline for Obtaining Senate Funding:

BUDGET:

Attend Senate meetings regularly, as budgets have an attendance component.

Take notice of the budget due date and Budget Hearing date and plan your budget accordingly.

Attend the Budget Hearing to defend your budget and allocate the additional funds.

Following the Budget Hearings attend the Senate meeting which will approve and finalize the budgets.

Obtain a copy of your Senate approved budget.

Spend only items approved on your budget.

Once a budget is approved you only need to submit receipts; no further approval is needed.

SPECIAL ALLOCATION REQUEST:

Plan a budget for your event.

Fill out a Special Allocation Form. Include a detailed line item budget. Without a proper line item budget your request will be delayed.

Submit the request as soon as you know about the expense. You can fund any expense during the current academic year.

Attend Executive Committee Meeting to defend your proposal and answer questions.

Wait until the request has been brought to the floor.

Wait until you receive official contact from the treasurer.

ADVERTISING:

Your organization must inform the secretary of the date, time, and exact location of the event at least four weeks prior to the event.

Organization must advertise in the media stated on the approved budget or Special Allocation Request Form.

Incomplete advertising may lead to loss of future funding.

BILLS/RECEIPTS:

There are several rules to keep in mind when making these purchases:

- 1) Receipts must have line item purchases (must list each specific item purchased).
- 2) Credit card receipts are NOT acceptable by themselves.
- 3) All reimbursements must have original receipts (no copies).
- 4) All receipts must have the date of transaction, the name of the store/restaurant, and a total cost.

Fill out Reimbursement Request Form with a copy of all receipts. If you are spending from a budget line be sure to clearly state which line item each receipt represents.

CHECKS:

Checks will be mailed to the Reimbursement Form contact person.

QUESTIONS:

If you are uncertain about any of the above steps please contact the Senate Treasurer before any money is spent.

NOTICE: To comply with University of Connecticut financial policies the Graduate Student Senate will refuse reimbursement to any expense that is not properly documented.