

## Student Alumni Engagement Sponsorship (SAES)

### To All SAES Recipients:

As a student organization/club that receives funding from the Student Alumni Engagement Sponsorship (SAES), it is stated that all reimbursement procedures must follow SAES and University policies. Below you will find all the policies and requirements when turning in a check request.

If your check request fails to meet all of the requirements in correspondence to SAES and University policies, the request will be declined until properly adjusted.

Amendments to the policy can be made and students will be notified as they are. The following policies regulate general purchases for programs, events, and etc.

### University Student Reimbursement Policies and General Information

To access your funds/request a check, you will need to submit a completed reimbursement form with all additional paperwork attached. Check requests must be submitted to the Alumni Association office (ATTN: April Hul, Programs Coordinator) during normal business hours.

Once submitted, the Alumni Association will review the check request to ensure it is properly completed. The Alumni Association will contact you if adjustments and/or additional information are required. Once the check request is approved, it will be sent to the Student Government Business Office for processing of the check. Please allow three to five days for your check to be processed. The requester will receive an e-mail notification once their check is ready for pick up or has been mailed out.

### A) Reimbursement Forms

- 1) Reimbursement form templates can be found on the ASUCI website.
  - i) <https://www.asuci.uci.edu/forms/checkrequest/>
- 2) All check requests must have the standard reimbursement form with all additional paperwork attached.
  - i) Information on the form must be correct in amount and spelling. **Please be as detailed as possible in your description.**
- 3) All reimbursement forms must have two signatures located on the designated spaces on the bottom.
  - i) First signature comes from the requester.
  - ii) Second signature comes from the Alumni Association staff member.

- 4) All check requests must be turned in within 30 days of program/event day.
  - i) Any events that occur in May or at the end of the academic year must turn in all check requests by fiscal close (Friday of Spring finals week).

## **B) Receipts**

- 1) All receipts must be **original copies**. Scanned or photos of receipts will not be accepted.
- 2) All receipts must clearly show items bought, store/company name, and final amount. Any receipts that are faded and hard to read will not be accepted.
- 3) All receipts must be taped to a separate piece of paper that will be stapled to the reimbursement form. Stapling receipts directly to the form might cause rips and tears.

## **C) Food Reimbursements**

- 1) Food and beverage costs cannot exceed the maximum per person cost based on university policy. Meal maximums per person and additional information can be referenced [here](#).
- 2) Any reimbursements that involve food, drinks, and snacks in any way must provide additional paperwork. Note: Alcoholic beverages are non-reimbursable.
- 3) If there are less than 25 people at the event, then a sign-in sheet (**see page 4 for template**) of all attendees is required.
  - i) All attendees must provide authentic signatures and printed name.
  - ii) Names that are typed out on a document will **NOT** be accepted.
- 4) If there are more than 25 people at the event, then an advertisement of the event is required.
  - i) Acceptable forms of advertisements would include flyers, posters, Facebook page events, and printed copy of mass e-mail.

## **D) Speakers**

- 1) Honorariums must be accompanied with a signed contract between both parties (club and speaker/agency). The contract must state the services being provided and the amount being given.
- 2) Any gifts for speakers must come with a completed verification sheet (**see page 5 for template**) and proof that they attended the event.
- 3) Any additional accommodations for the speakers such as transportation or travel must be specified in the contract by SAES.

## **E) Raffle Prizes**

- 1) Reimbursements for raffle prizes require a completed verification sheet (**see page 5 for template**) to confirm that the winner of the raffle received/redeemed the prize.

- 2) Cost of raffle prizes cannot exceed \$75

## **F) Internal Transfers**

- 1) All items that were paid for using club funds, may request an internal transfer from the SAES account to the ASUCI club account.
  - i) All original receipts must be provided along with a print out of the ASUCI online accounting. Please highlight specific items that were purchased.

## **G) Student Center Bookings**

- 1) If SAES funding is allocated **before** event takes place, please reference the SAES account number on the event contract with the Student Center and Event Services coordinators.
- 2) If SAES funding is allocated **after** the event takes place, we may do an internal transfer to the club or issue a check.
  - i) To request an internal transfer, please create a check request with the original event contract and a printout of the ASUCI online accounting. The Student Center charge must have been deducted from the club funds in order to initiate the internal transfer.
  - ii) To request a check, please create a check request with the student center contract and original receipt of payment or a printout of the student's Zot Account.

## **H) Bren Events Center Bookings**

- 1) When bookings events with the Bren Events Center using SAES funds, please provide the SAES account number to the event coordinator when creating your contract. The SAES account number should also be referenced on any purchase orders being requested.
- 2) Any expenses that exceed the SAES allocated amount will automatically be deducted from the club account funds or charged to the student's Zot Account directly.

## **I) Additional Information**

- 1) The Alumni Association holds the right to deny any check request that does that follow the policies written above.
- 2) Non-reimbursable items include alcoholic beverages and gifts/prizes over \$75.
- 3) Rushed checks are no longer offered at the Student Government Business Office. If there are any time sensitive payments to be made, please plan your check request accordingly.
- 4) If there are any questions regarding reimbursement checks or policy, please contact us at [ucisaa@uci.edu](mailto:ucisaa@uci.edu).

## Sign In Sheet (template)

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Full Name (Print)	Signature	Email Address	Class Year	Major

## Verification Sheet (template)

Student Organization: \_\_\_\_\_

Item Description: \_\_\_\_\_

Event Title: \_\_\_\_\_

Date of Pick-Up: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge that I have  
(Name in Print)

received the item(s) listed above from the event and **ORG NAME HERE** stated on this

verification form. By signing this form, I agree that the **ORG NAME HERE** listed on this

verification form is no longer held responsible and will not replace any lost, stolen, or broken

items.

Signature: \_\_\_\_\_