



**MIDDLE GEORGIA STATE UNIVERSITY
STUDENT ACTIVITIES (SACT) FEE POLICIES AND PROCEDURES
FY 18**

Table of Contents

OVERVIEW.....	3
Student Activity Fees.....	3
Activity Fee Budget	3
Use of Activity Fee Funds	3
POLICIES	4
Appropriate Use of Student Activity Fees.....	4
Inappropriate Use of Student Activity Fees	4
Food Purchases	5
Food for Students	5
Documentation Requirements and Enforcement of Per Diem Limits at Group Events	6
PROCEDURES.....	7
Request for Funding.....	7
Allocation of COA (Council on Organizational Activities) Funds.....	7
Notification of Funding Allocation to Program Directors and RSO Advisors	7
Expenditures Requiring Pre-Approval (P-Card and Out-of-Pocket).....	7
P-Card Statement Summary/Log.....	Error! Bookmark not defined.
Reimbursement for Out-of-Pocket Expenditures.....	7
STUDENT/GROUP TRAVEL	8
Securing Approval For Group Travel	8
Securing Approval For Individual Student Travel.....	8
PROCESSING METHODS FOR PROCEDURES.....	10

OVERVIEW

Student Activity Fees

Student activity fees are collected for the purpose of supporting programs and services affecting all aspects of student life. Correspondingly, the expenditure of these fees should be student centered with the students being the primary participants or beneficiaries.

As with all activity fee funds, USG policies and procedures must be considered when expenditures are made from student activity funds. Budgets allocated to student organizations and expended under the authority of the student group represent a shared responsibility between institutional officers, the respective student group and the student fee committee. Thus, it is the responsibility of these groups to ensure that expenditures made are an appropriate use of student activity funds in line with applicable USG policies and procedures.

Student activity fee revenues may be used to support a broad spectrum of student related services, most commonly in the areas of social and entertainment activities, intramural sports, student publications and student government associations.

Activity Fee Budget

A proposed budget for projected activity fee revenue is presented to the MGA Student Affairs Committee annually, prior to the end of spring semester. The Student Affairs Committee recommends a budget based on projected activity fee revenue and funding requests submitted by various student life programming entities.

The Student Affairs Committee, with the recommendation of the Executive Committee, shall consist of one student and one faculty member from each campus (five students and five faculty representatives), one additional student representative from the five-campus Student Government Association (SGA), and the Vice President for Student Affairs (ex officio, non-voting). (Faculty Senate Bylaws)

Use of Activity Fee Funds

Funds must be used in accordance with policies and procedures of Middle Georgia State University and the USG Business Procedures Manual. Where there is any discrepancy, the USG Business Procedures Manual will prevail.

POLICIES

Note: The regulations/guidelines contained herein are in accordance with the Student Life Policies of Middle Georgia State University and the USG Business Procedures Manual: Sections 24.3.1; 19.8; 19.8.1; 19.8.4; 4.4.1

Appropriate Use of Student Activity Fees

1. Hiring and paying travel for performers- Meals and travel expenses are subject to per-diem and non-employee travel regulations (BPM Section 19.9). If all costs of performing group, including travel expenses, are included as part of a lump-sum contract, travel regulations would not apply.
2. Prizes/awards from raffles-Participation in raffle must be available to all students. Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost. For these events, individual prizes must be de minimis in value (not to exceed \$100). If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in raffle.
3. Food and refreshments for student group events-Appropriate if event is open to all students within specific identifiable group.
4. Performance Based Awards-Considered acceptable if student has provided some service and/or performed some function to receive award (e.g., writing contests, dance contests, and various student skills competitions). Award amounts may vary based on value of service/performance, not to exceed \$500.
5. Prizes/awards for participation in campus student life programming events and/or RSO sponsored events. Gift cards and MGA Bookstore gift certificates are allowed. **NOTE: Cash prizes are not allowed.** Only currently enrolled students are eligible to receive prizes purchased with activity fee funds. Prize Verification Form must be completed for each prize awarded. (Faculty/staff participants may not receive prizes purchased with activity fee funds.)
6. Event costs-Appropriate to stage events (e.g., decorating event area, printing programs, advertising).
7. Group and individual student travel including lodging & meals.
8. Registration fees for conferences, conventions, competitions, etc. for student groups/individuals.
9. Furniture, fixtures, equipment (not allowed for use in academic programs)
10. Other operating costs-Normal supply, maintenance and utility costs.

Inappropriate Use of Student Activity Fees

1. Donations-Except where proceeds of fund-raiser go directly for that purpose.
2. Student activity fees cannot be used to directly fund instructional costs of credit hour courses or costs of equipment, supplies, etc., to be used in such courses.
3. Intercollegiate Athletic program costs-Normally these costs should be paid from Athletic fees. Possible exceptions could be for support groups, such as dance teams, club sports or cheerleaders, if included in the budget as reviewed by the student fee advisory committee.
4. Student employee recognition luncheons/meals-Not allowable if provided for an individual or a specific group. Student employees may receive food if partaking in an

event open to all students and student employees are at function as a “student”. See bullet item 4 under Allowable Uses.

5. Alcoholic beverages or any illegal substances.
6. Individual or club memberships in civic organizations

Food Purchases

The purpose of this section is to clarify those instances when food may be purchased for consumption by students, potential students, volunteers and employees using activity fee funds.

1. Food includes meals, beverages, snacks, etc., but specifically excludes alcohol as an allowable food expense.
2. An individual may be subject to different rules depending on the capacity in which they are participating in an event. For example, volunteers might include employees or students if the individual is operating in a capacity separate from their employee or student role. An employee or volunteer attending a student event in the capacity of a student would be considered a student. A student worker participating in an event while being paid would be considered an employee.

Note: Employees working additional hours in their own area, using work time to provide volunteer service, or otherwise participating in activities expected of employees, are not volunteers for the purposes of this policy.

The following chart outlines the activities for which foods may be purchased, funding sources that may be used, and allowable participants.

Activity	Allowable Participants	Funding Source	Notes
Sanctioned Student Event (Excluding athletic events)	<ul style="list-style-type: none"> ▪ Students ▪ Volunteers ▪ Employees whose participation is required 	<ul style="list-style-type: none"> ▪ Agency Funds ▪ Student Activity Fees 	<ul style="list-style-type: none"> ▪ See BPM Sections 19.8.1, 19.8.4 ▪ Per diem limits apply See BPM Section 4.4.1

3. Employees with responsibility for administering activity fee funds and employees requesting reimbursement from activity fee funds should ensure that funds are spent only for legitimate public purposes and not for the personal benefit of the employee or other individuals. The misuse of activity fee funds may result in both employment termination and various civil and criminal penalties.

Food for Students

1. Students include individuals enrolled to take classes at an institution, including students enrolled in Continuing Education, and individuals being recruited as potential students.
2. All requests for on-campus catering or food service will be directed to the University’s food service provider. The University’s food service provider has the right of refusal for all on-campus catering or food service requests.

- Student activities funds may be used to purchase food for students at sanctioned student events. Sanctioned student events include events and travel sponsored by recognized student groups and other campus events open to the general student body and designed to further the development and education of students. While not necessarily in a travel status, the per diem limits apply to food purchased for consumption by students participating in sanctioned student events.

The daily meal limits shown below may be considered as a single daily total:

Number of Meals	Meals Reimbursed	Maximum Allowable Expense
3 Meals per Day	Breakfast/Lunch/Dinner	\$28.00
2 Meals per Day	Breakfast/Lunch	\$13.00
	Breakfast/Dinner	\$21.00
	Lunch/Dinner	\$22.00
1 Meal per Day	Breakfast	\$ 6.00
	Lunch	\$ 7.00
	Dinner	\$15.00

Allowable expense in high-cost areas:

Number of Meals	Meals Reimbursed	Maximum Allowable Expense
3 Meals per Day	Breakfast/Lunch/Dinner	\$36.00
2 Meals per Day	Breakfast/Lunch	\$16.00
	Breakfast/Dinner	\$27.00
	Lunch/Dinner	\$29.00
1 Meal per Day	Breakfast	\$ 7.00
	Lunch	\$ 9.00
	Dinner	\$20.00

Documentation Requirements and Enforcement of Per Diem Limits at Group Events

- Nothing in this policy shall be construed as requiring an institution to provide food to employees for events or to reimburse employees for participation in events. Institutions should establish the appropriate procedures to ensure that funds for employee food are not spent without the appropriate supervisory review and approval.
- Appropriate procedures shall include adequate documentation associated with the event and/or purchase. For example, food purchased for a group event should include a flyer, email, agenda, or other documentation substantiating that the event was an official event and should include a list of participants.
- In the event that an employee expends funds in excess of the authorized per diem rate, then the amount spent in excess shall not be reimbursed to the employee making that expenditure.
- While the per diem limits also apply to group events where food is purchased on a group basis (pizza parties, etc.), institutions are not required to document the actual numbers or names of participants. However, employees expending activity fee funds for those events are required to certify that the appropriate per diem limits were followed.

PROCEDURES

Request for Funding

Each year during the spring semester the Office of the Vice President for Student Affairs (VPSA) issues a call to campus student life programming entities to submit requests for student activity fee funding. Requests are submitted on a form specified by the VPSA. These requests are used to prepare a proposed budget which is then presented to the MGA Student Affairs Committee.

Allocation of COA (Council on Organizational Activities) Funds

COA funds are student activity fee funds budgeted by the Student Affairs Committee to be allocated to recognized student organizations. Allocation of these funds is based on criteria outlined in the [COA Guidelines for Allocation and Usage](#). Recognized student organizations are required to submit an Annual Report of the organization's activities when requested each spring semester in order to be eligible for COA funding.

Notification of Funding Allocation to Program Directors and RSO Advisors

The Office of the VPSA sends notification to advisors/directors of programming entities and organizations advising them of the allocation of activity fee funding for their specific program or organization.

Expenditures Requiring Pre-Approval (P-Card and Out-of-Pocket)

All proposed expenditures to be made with p-card must be submitted on the [P-Card Purchase Request Form](#) via email to SACT Budget Manager linda.foskey@mga.edu prior to making the purchase.

Proposed expenditures to be made with personal credit card or out-of-pocket **must be pre-approved**. Request for approval should be submitted via email to SACT Budget Manager linda.foskey@mga.edu prior to making the purchase. Email should include amount and purpose of proposed expenditure. **NOTE: Purchases made without prior approval may not be reimbursed.**

Reimbursement for Out-of-Pocket Expenditures

Reimbursement for **pre-approved** out-of-pocket expenditures must be requested via expense report submitted through the Travel & Expense module.

STUDENT/GROUP TRAVEL

Securing Approval for Group Travel

Step 1: Submit [SACT Group Travel Authorization Form](#) showing the Itinerary, Purpose, and all Estimated Travel Expenses. (*Form should be submitted at least 2 weeks prior to date of travel.*)

- a. Advisor/Director will be notified whether or not the travel is approved. **No expenditures should be made until the trip is approved.**
- b. For conference attendance and/or overnight travel- Along with travel form, information regarding the conference should be submitted, i.e., number of students participating; hotel information; agenda; flyer; method of travel; etc., documenting the estimated travel expenses.

If Travel Approved (Submit all that apply):

Step 2: All participating students must complete/sign Student Travel Agreement and Liability Waiver Form <http://www.mga.edu/student-life/documents.aspx>. Advisor/Director is responsible for submitting signed forms to the Director of Student Engagement prior to trip departure. Advisor/Director must also submit Travel Roster along with travel forms.

Step 3: Submit [Vehicle Request Form](#) to secure University vehicle if this is the planned method of travel. Students will not be reimbursed for travel in their personal vehicles when travelling to a group outing, conference, etc. There is no charge to student groups for University vehicle use.

Step 4: Register students for conference, if applicable. Payment may be made with P-Card or [SACT Fee Check Request](#). Attach copy of student registration form(s) and approved SACT Group Travel Authorization form to check request.

Step 5: Submit [SACT Fee Check Request](#) to secure check for payment for hotel lodging. Reservation may be secured on Advisor's personal credit card, if applicable. P-Card CANNOT be used for student travel.

Step 6: Submit Cash Advance request through Travel Self Service to secure cash advance to pay for student meals, if applicable. NOTE: Meal expenses must be within BOR per diem regulations. Copy of approved SACT Travel Authorization and signed students' travel agreement forms must be submitted along with the cash advance request.

Step 7: Following the trip, submit Expense Report through Travel Self Service for reimbursement for any pre-approved expenditures made out-of-pocket or with personal credit card or to clear cash advance.

Securing Approval for Individual Student Travel

Step 1: Submit [SACT Group Travel Authorization Form](#) for the student showing the Itinerary, Purpose, and all Estimated Travel Expenses. (*Form should be submitted at least 2 weeks prior to date of travel.*)

- a. Advisor will be notified whether or not the travel is approved. No expenditures should be made until the trip is approved.
- b. For conference attendance and/or overnight travel- Along with travel form, information should be submitted regarding the conference, hotel information, agenda; flyer; method of travel; etc., documenting the estimated travel expenses. Student may

be reimbursed for personal mileage travel to and from the conference site and meals not included in the conference registration fee.

If Travel Approved:

- Step 2: Student must complete/sign Student Travel Agreement and Liability Waiver Form <http://www.mga.edu/student-life/documents.aspx>. Advisor/Director is responsible for submitting signed forms to the Director of Student Engagement prior to trip departure.
- Step 3: Register student for conference. Payment may be made via requisition through ePro or [SACT Fee Check Request](#). Attach copy of student registration form(s) and approved SACT Group Travel Authorization form to requisition or check request.
- Step 4: Submit [SACT Fee Check Request](#) to secure check for payment for hotel lodging, if applicable. Reservation may be secured on Advisor's personal credit card, if applicable. P-Card CANNOT be used for student travel.
- Step 5: If student is to be reimbursed for travel/meals, instruct student to record beginning and ending mileage to and from conference site and retain receipts for meals not included in the conference registration fee.
- Step 6: If student is to be reimbursed for travel/meals, submit [SACT Fee Check Request](#) to reimburse student for mileage and for meals that were not included in the conference registration fee. Along with check request submit copy of conference agenda, student's registration form, receipts and [B-Vendor Authorization Form](#) completed by student.

PROCESSING METHODS FOR PROCEDURES

Procedure	Method	Processed by
Reimbursement to <u>students</u> for approved out-of-pocket expenditures: RSO purchases approved by club; hotel lodging; travel mileage; meals, etc.	Check Request (B-Vendor Form required)	SACT Program or RSO Advisor
Reimbursement to advisor/employee for out-of-pocket expenses. <i>(NOTE: Advisor/employee will not be reimbursed for purchases made by others, i.e., students, faculty, staff, etc.)</i>	Expense Report-T&E Module	SACT Program Advisor; Employee
Student Stipends, i.e., SGA; CAB; Student Publications contributors & editors not paid hourly	Check Request (B-Vendor Form required)	SACT Program Advisor; SGA Advisor
Student Employees, i.e., editors, student assts., etc., who are paid hourly	HR - Payroll	Timecard submitted by student employee
Cash advance to program advisor for approved student group travel - meals, etc.	Cash advance – T&E Module	SACT Program Advisor
Registration fees for conferences, meetings, etc.	P-card preferred; or Check Request	SACT Program Advisor
Pre-paid Lodging - hotel reservation (If paid by advisor or student, see reimbursements above.)	Check Request	SACT Program Advisor

All SACT forms located at <http://www.mga.edu/student-life/documents.aspx>