College of Engineering Student Team and Club Funding Orientation

> Friday, October 1, 2021 9:30-10:30 a.m. Zoom Meeting ID: 975 2265 8687





9:30-9:35 Welcome & Orientation Overview: Stacey

- 9:35-9:50 Policies, Guidelines, AggieLife: Kristin, Paul
- 9:50-10:05 Club Accounts, Fund Transfers, Reimbursements: Melanie, Elsa
- 10:05-10:20 Fundraising and Club Accounts: Alison, Lamia
- 10:20-10:30 Q&A: Everyone





Center for Student Involvement:

CSI







_inks-CSI website

communicating to campus/potential members

- <u>https://csi.ucdavis.edu/communication-tools/</u>
- .ggieLife- https://aggielife.ucdavis.edu
 - Check out your org roster (go to your org page) by manage)
 - Organizational tool bar
 - Submit events

AQ https://csi.ucdavis.edu/faq/

olicy Page https://csi.ucdavis.edu/policies-and-guidelines/

- Posting (classrooms around campus)
- Fundraising (money going from one person to another virtual/in person) ex Venmo or cash
 - Sales shirts, water bottles, bake sales,
 - <u>https://csi.ucdavis.edu/fundraising/</u>
 - Things you can do not listed on CSI website
 - Concessions stands at athletic events

Frants https://csi.ucdavis.edu/grants/

- Club Finance Council- <u>https://csi.ucdavis.edu/cfc/</u>
- Pepsi Product-https://csi.ucdavis.edu/pepsi-product-funding/
- Beyond Tolerance -https://csi.ucdavis.edu/beyond-tolerance/

gency Accounts - https://csi.ucdavis.edu/agency-accounts/

- Contacts:
 - Dr. Paul Cody- <u>pvcody@ucdavis.edu</u>
 - Dr. Kristin Dees- <u>kdees@ucdavis.edu</u>





UP NEXT...

College of Engineering: Budget and Shared Services Purchasing

Reimbursement, Travel, & Conference Registion



College of Engineering Gift Account Two Ways to Spend

Funds can be transferred to Agency accounts

- Contact Melanie Clague <u>mclague@ucdavis.edu</u> to request funds transfer
- Spending Agreement required

Funds can be used for reimbursement of out-of-pocket club expenses

- Complete required forms
- Provide required receipts
- Submit forms to Account Manager for further processing
 - Processed through Pre Purchasing System



Reimbursements

Before purchasing any travel, items or services, it is important to familiarize yourself with applicable policies and regulations.

- Visit <u>http://travel.ucdavis.edu/</u> for information regarding UCD policies.
- If receiving funds from your Gift Account:
 - Understand dept. practice for processing requests and expenses/reimbursements
 - Make sure the expense/purchase is reimbursable "When in doubt, always ask!"



Reimbursements

- Keep all valid receipts
 - A valid receipt contains amount, date, place of purchase, identification of what was purchased, and proof of payment.
 - Must display transaction information
 - Last four #s of credit card
 - Name of cardholder/traveler
- Reimbursement forms need to include as much information as possible
 - Current contact information
 - Business purpose needs to be detailed (name of conference, dates and reason attended) not just "attended conference".
 - Make sure to sign your forms



Reimbursements

- Keep in mind:
 - Reimbursements take time, make sure you plan for it
- Submit expense reimbursement report within 21 days of post-travel
- All university paid travel, regardless of payment method, is subject to IRS tax laws and UC policies.
 - Failure to follow university policies can result in additional taxable income on your paycheck and/or out-of-pocket expenses not being reimbursed.





Travel Expenses Before Travel

- All travel expenses paid with personal funds will be reimbursed after the trip – Please plan accordingly
- When possible, students should book airfare through Connexuss
 - If airfare is booked using a personal credit card, it will be reimbursed after the trip
- DO NOT use gift cards, vouchers or personal credits to pay for airfare or travel expenses



Travel Expenses After Trip

- **Personal Car:** Provide any personal automobile-related expenses (e.g. mileage, bridge tolls and parking).
- **Airfare:** Present a copy of the itinerary or your boarding pass which includes the dollar amount paid, and confirmation the ticket was paid.
 - Purchase tickets classified as economy/coach class ONLY
- Lodging: The receipt must be in your name and itemized.
 - While it may be convenient for one person to make multiple reservations, make sure that when you pay, the receipt lists you as the hotel guest.



Travel Expenses

After Trip

- Ground Transportation: Save receipts.
 - If you receive a handwritten receipts, be sure the date is filled in.
- Registration: Provide a receipt, which includes the amount paid and confirmation of payment made/funds received.
- Meals & Incidentals: UC reimburses actual costs of meals, up to a maximum of \$62 per day (amount subject to change).



Travel Expenses

DO NOT PAY FOR OTHER TRAVELERS:

- Each traveler must pay for their own travel expenses (meals, travel, lodging, etc.) and submit their own receipts with the request for travel reimbursement.
- UC Travel Policies and Procedures: <u>http://travel.ucdavis.edu</u>





Conference Registration Options

- Out-of-Pocket:
 - Reimbursement is processed post-trip even if the conference is virtual
 - Submit expense form
 - Include conference details: Conference Name, Dates, Locations
 - Provide proof of payment
 - Work with Department Account Manager or COE Shared Services
- Bulk Registrations:
 - Processed via Pre-Purchasing System OPP
 - Student clubs/organizations will need to work with vendor to obtain invoice
 - Work with Department Account Manager for guidance



Reimbursement/Expense Forms: Which form should | use?

All forms are available online: https://ucdavis.box.com/s/wjq9ufm8unyjgknmxnluk3wfx1l9qy9b



Reimbursement Request Form

- Used for out of pocket supply expenses (e.g. t-shirts, swag, etc.)
- Max of \$499.99 reimbursement

EGE OF ENGINEERING

ENGINEERING REIMBURSEMENT REQUEST FORM 2.4.15

DATE:		UCD EMPLOYEE: KERBEROS ID:		No
MAKE CHECK PAYABLE TO: NOTE: Employees to make sure they	re enrolled to have	direct deposit (http://	ecounting	uodavis edu/drectdep.clm)
NAME		DEPARTMENT		
ADDRESS:		DEPARTMENT CON	TACT NA	VE:
CITY:		CONTACT PHONE N	10:	
STATE: ZIP:		CONTACT E-MAIL:		
ACCOUNT(S) TO BE CHARGED:	ACCOUNT	AMC	DUNT	
PI APPROVAL:	A	CCOUNT MANAGER	APPROV	AL:
EXPLANATION AND BUSINESS PURPOSE FOR ITEMS PURCHASED:				

*******ORIGINAL RECEIPTS REQUIRED FOR ALL REIMBURSEMENTS******

QUANTITY	ITEM DESCRIPTION	AMOUNT
		TOTAL

*****\$499.99 PER DAY MAXIMUM REIMBURSEMENT*****

For office use only: KFS Doc No.

c Initials:

Request for Travel Reimbursement

- Used for travel reimbursement post-trip
- Out of pocket costs for Airfare, Lodging, Conference and Incidentals
- Students need to sign under the nonemployee signature field



	LERINF	ORMAT	ION:			SE	ND CHECK T	O THE DEPT	
" Non U	ICD Employ	yee Must	Provide	Home Add	dress **	Department	:		
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PHONE				EMAIL				US CITIZEN	Yes No
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Request for Payment Entertainment Expense

- Used for out of pocket entertainment expenses for student club hosted events (e.g. Meals, refreshments, etc.)
- Include the list of attendees





Questions?





Contact Information

Melanie Clague

Director of Budget and Shared Services Purchasing College of Engineering Email: <u>mclague@ucdavis.edu</u>

Elsa Rojas Perez

Associate Dean and Budget Support Assistant College of Engineering Email: <u>erojasperez@ucdavis.edu</u>





College of Engineering: Development

Fundraising and Gift Accounts



Two types of accounts to spend from

- Agency Account
 - Lives in CSI
 - Aggie Life: View balance and make requests
 - RSO president or treasurer should submit an Agency Account Transaction Request through their own student club login
 - You must register annually with CSI to keep access to your Agency Account
 - If you go 2 years without renewingyour gift funds go to CSI
 - You can't request to reimburse yourself- so if president spent, treasurer should request reimbursement

- Gift Account
 - Lives in the College of Engineering
 - Spend out of pocket
 - Complete a reimbursement form and submit to Melanie Clague
 - If you want your gift funds transferred to your Agency Account, there will be an additional agreement to ensure compliance with gift intent and campus policies.



Fundraising and gift funds The College of Engineering's Development Team can help you...

- 1. Connect with hundreds of alumni and corporate partners.
 - We are working with alumni and corporate partners daily. If we know what is going on with your group and what your needs are, we can convey your needs and funding opportunities with those who have interest.
- 2. Produce professional solicitations that get a response.
 - We can review your brochures, websites, other communications you are using to request gifts.
 - Do you have a give.ucdavis.edu webpage to accept gifts online?
 - If yes- do you want to update the photo or edit the text?
 - If not- we can create one with your input.
- 3. Track your gift funding.
 - Need a reminder of how much money a donor gave you, or what it was given towards? We can answer those questions for you.



Fundraising and gift funds The College of Engineering's Development Team can help you...

4. Steward your donors by providing tax-deductible receipts.

- All gifts are receipted promptly by Advancement Services and are IRS compliant
- The department or college will send a thank you note
- Please also thank your donors directly

5. Ensure compliance with campus and IRS regulations.

This is most important- there are campus and federal rules about what is and isn't a "gift." If you
are requesting support through a brochure or webpage, this must be reviewed and approved by
Advancement services to ensure campus and IRS compliance. Do this early!



Stewarding your donors

Strong stewardship writing makes your donors feel:

- Appreciated (for their gift)
- Known (their intent is echoed)
- Wise (for choosing to invest in UC Davis)
- Connected (attached to UC Davis)

Therefore, your template follows these sentiments:

- Appreciate them: Say thanks
- Know them: echo their intent
- Reinforce their wisdom: Plug the beneficiary (recipient/department/university)
- Close by strengthening their connection: mention a future interaction, or if not appropriate, reiterate thanks.





Stewarding your donors

Dear Sally,

Thank you for donating frozen yogurt machines to the UC Davis dining halls. Your generosity is a wonderful way to commemorate your son John's years here, as now all students can enjoy his favorite chocolate-vanilla froyo with sprinkles.

As you know, happy students are successful students. Thank you again for increasing the happiness, and future success, of so many at UC Davis! I hope to share a cone with you in Segundo soon.

Warm regards, Gunrock



How to prepare to meet with our team

- 1. Know how much money is in both your agency and your gift funds.
- 2. Have a budget in place- do you already have enough to accomplish your goals? Do you need to raise more? If so, how much, what will it go towards, etc.?
- 3. Be prepared to share any brochures, handouts, letters, webpages that are requesting gift funds with us. We will share them with the campus approvers. We suggest you start this approval process at least 4 weeks prior to your intended send/share date with your prospects.
- 4. Share your list of corporate entities you plan to request funds for with us. We will review it and let you know if we have a contact that we can share it with on your behalf, or if there's a campus proposal that conflicts with your request. We may also have suggestions on other industry partners you should approach.



Ready to start raising money? Email engrdev@ucdavis.edu





Thank you!



