



SCHOOL of EDUCATION

Student Development Committee Funding & Reimbursement Guidelines

Events

School of Education
Lewis Towers 1010, WTC

Student Organizations:

Student organizations can apply for funds to cover refreshments or other expenses at social or educational events. A general budget guideline is \$500 per year, although this amount may vary depending on availability of funds. These events may be held on or off campus. Groups may apply for funding for each event, or they may submit a budget to cover the entire academic year. If they submit a year budget, they should include a description of the planned events and the approximate cost of each event. Additionally, the group's officers must ensure that their yearly expenses do not exceed the approved amount. Requests for fees for speakers will be considered separately.

The Request for Funds form must be turned in accompanied by a detailed budget for the event four weeks prior to the event. Upon approval, the funding distribution method will be determined on a case-by-case basis.

School of Education Special Events:

The committee will continue to fund events sponsored by the School of Education that benefit current and prospective students. Purchase of any goods or services outside the university must follow university procedures (i.e., tax exemption). The School of Education Annual Events are:

- The New Student Graduate Orientation
- Graduation Receptions
- Students Awards Recognition
- Research Symposium

The Request for Funding form must be turned in accompanied by a detailed budget for the event four weeks prior to the event. Upon approval, the funding distribution method will be determined on a case-by-case basis.

Reimbursement Procedures:

Both pages of the Loyola University Expense Reimbursement Form must be completed, signed, and submitted within three weeks after the event. Please write legibly and attach all original receipts. The Expense Reimbursement Form and all attachments should be sent to Associate Dean of Student Academic Services, The School of Education, Lewis Towers 1010, Water Tower Campus. A reimbursement check will then be distributed to the organizational contact within 4-6 weeks.

General Policies:

- \$500 maximum organization funding per academic year.
- Requests for funding must be turned in at least four weeks prior to the event.

Students should direct all questions and turn in all forms to Associate Dean of Student Academic Services, Nancy Goldberger at ngoldberger@luc.edu - School of Education, Lewis Towers 1010, Water Tower Campus

- Allocation of funds will be made contingent upon submission of all required documents which include the Request for Funds form along with a detailed budget.
- If you are approved for funding by the School of Education Student Development Committee, the committee will determine how they will disperse the funds on a case by case basis.
- Loyola University Chicago holds a tax exempt status. Check with the Associate Dean of Student Academic Services to inquire about making any purchases.
- In order to comply with IRS Regulations, any non-LUC employee, must submit a Substitute W9 form is required for reimbursement. The information collected on this form allows the university to confirm that our records contain the official name and tax identification that the IRS has on file. The information is used to maintain accurate data and not for taxing purposes.
-
- The Student Development Committee meets once per month; the dates of meetings are posted at http://www.luc.edu/education/resources_stu_dev.shtml

Event Funding Procedures Summary		
1. Funding & Reimbursement Guidelines	Read & Review Carefully	
2. Request for Funds	Complete, attach required documents and submit hard copy <i>at least four weeks prior to event.</i>	Items to attach: <ul style="list-style-type: none"> • Detailed budget for event
3. Expense Reimbursement Form	Complete, attach required documents and submit hard copy <i>within three weeks after the conference.</i>	Items to attach: <ul style="list-style-type: none"> • Original receipts • Substitute W9 Form for non-LUC employees

Students should direct all questions and turn in all forms to Associate Dean of Student Academic Services, Nancy Goldberger at ngoldberger@luc.edu - School of Education, Lewis Towers 1010, Water Tower Campus



SCHOOL of EDUCATION

Student Development Committee Request for Funds

Events

School of Education Lewis Towers 1010, WTC

Organization: _____ Contact Person: _____

Email: _____ Phone: _____

Name of event: _____

Location: _____ (City) _____ (State) Dates: _____

Faculty Sponsor (if applicable): _____

Rationale for event: _____

Audience (i.e., open or closed event): _____

Total Funding Request: \$ _____ *Please attach a budget with ALL expenses/items listed

Are you requesting funds from any other sources? Yes No If yes, from where? _____

The request for event funding must be filed with the School of Education AT LEAST four weeks prior to the event. A detailed budget must be attached for any request to be considered. If funds are awarded, the Student Development Committee will determine how they will be disbursed.

I have read and acknowledge the policies and procedures detailed in the Student Development Committee Funding & Reimbursement Guidelines document.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Request for funding limited to:

- •
•
•

Student Development Committee Approval: _____ Date: _____

Submitted to Budget Administrator: _____ Date: _____

Event Posted to SOE Calendar: _____ Date: _____

Students should direct all questions and turn in all forms to Associate Dean of Student Academic Services, Nancy Goldberger at ngoldberger@luc.edu - School of Education, Lewis Towers 1010, Water Tower Campus