



## ADMINISTRATIVE EXPENSES

**Administrative expenses support the basic operation and administration of the organization.**

**Permitted Expenses:** website hosting; copying and printing services; chalk; advertising for recruitment; repairs and maintenance of equipment; Willard Straight Hall mailbox rental fee

## LOCAL EVENT

**This category includes expenses associated with putting on an event, program or practice.**

**Permitted Expenses:** guest performers, venue rental, event production services, SURIHVVLRRQOYLGHRJUDSK, supplies and materials essential to the event, promotion, club fest fee, etc.

### **Checklist — Required Documentation:**

*For Speaker or Performances*

- **Proof of contract OR letter of intent**
- **Price quote** (if not included in contract/letter of intent)
- **Google Maps printout** displaying the mileage (if requesting funding for travel)

**Note:** Speaker/performer CANNOT be Cornell students, employees, or recent alumni

*For Venue Rental and Other Services*

- **Price quote**

**Note:** CANNOT include food, and we prohibit any give-a-ways. CAN include **essential** non-durable goods for event, example: shuttlecocks for the Badminton team; maximum of \$20 for copies and chalk for publicity

## TRAVEL EVENT

**SAFC funds expenses related to student participation in conferences and tournaments away from the university.**

**Permitted Expenses:** student travel expenses, including transport and lodging; entry fees; and supplies and materials essential to participation in the event

### **Checklist — Required Documentation:**

- **Proof the event exists**
  - Must include (1) the date of the event, (2) the location of the event, and (3) the event organizer
  - Usually website screenshot or email from organizer
- **Price quote for registration fees** (if funding requested)
- **GoogleMap printout** displaying the mileage (if requesting funding for travel)

**Note:** If the event is outside of the contiguous USA AND over 400 miles away from Ithaca (one-way), funding is capped at \$1500

### **CHECKLIST — MAKE SURE THAT:**

- Your group knows it can request up to **2 Daily Sun ads** for recruitment
- The ads, if requested, are **\$64 per ad**
- The total administrative expenses requested are **no more than \$200, including dual semester**

### **BE AWARE THAT:**

- Groups cannot request money for durable goods in this category
- There is no cap within administrative expenses on chalk
- Documentation is not required to apply for administrative expenses

### **CHECKLIST — MAKE SURE THAT:**

- The event occurs within the dates of the current semester and **not** during a break
- The event is either a **practice session** or is **open to the Cornell community**
- The event is **within** Tompkins County
- The event is **not** a social event AND does **not** have a primary purpose of raising money for profit or for charity AND does **not** have a primary purpose of conversion/worship

**IF ANY OF THE ABOVE CONDITIONS ARE NOT MET, THE EVENT IS NOT ELIGIBLE FOR FUNDING**

SAFC funds speakers at:

**\$0.55 per mile (travel)**  
**\$100 per night (lodging)**  
**\$30 per day (food)**

### **CHECKLIST — MAKE SURE THAT:**

- The event is **outside** of Tompkins County
- The event occurs **during the current semester**
- The event is **not** a retreat or has the sole purpose of team-building
- The event is **hosted by another institution**
- The event is **not** a social event AND does **not** have a primary purpose of raising money for profit or for charity AND does **not** have a primary purpose of conversion/worship

**IF ANY OF THE ABOVE CONDITIONS ARE NOT MET, THE EVENT IS NOT ELIGIBLE FOR FUNDING**

Negotiated rates per student:

**\$0.071 per mile (travel)**  
**\$25 per night (lodging)**  
**Example:** 10 students for a two night event 200 miles away receives up to \$284 for travel ( $10 \cdot .071 \cdot 200 \cdot 2$ ) and \$500 for lodging ( $10 \cdot 25 \cdot 2$ )

## DURABLE GOOD

SAFC funds purchases of items with a useful life of more than a year that are necessary for a group's purpose.

**Permitted Expenses:** items that meet the criteria listed in the checklist to the right

### Checklist — Required Documentation:

- **Price quote**
  - If you want money for tax and shipping, it **MUST** be included in the price quote
- **Location where good will be stored on-campus**

**Examples of Eligible Expenses:** durable equipment, uniforms (used for more than 1 year; costumes for specific events are not eligible under this category), durable banners for use at local and travel events over several years, etc.

**Note:** Tables, chairs, plates, and silverware should be rented under Local Events and **CANNOT** be funded as durable goods.

### CHECKLIST — MAKE SURE THAT:

- The good has a useful life of **at least one year**
- The good is **necessary** to carry out activities related to the organization's purpose
- The good is **not** being used for personal use
- The good does **not** duplicate functionality that can be found on campus
- The good is **not** used to produce publicity items
- The good is **not** an office supply
- The good is **not** media for physical copying or production of music or video, hardware, software, video games, a refrigerator, a flash drive, or a hard drive

**IF ANY OF THE ABOVE CONDITIONS ARE NOT MET, THE GOOD IS NOT ELIGIBLE FOR FUNDING**

## PUBLICATIONS

SAFC funds production of publications for general distribution to the campus community.

### Checklist — Required Documentation:

- **Price quote** for printing costs
- **Past copy of publication** or **outline of proposed issue**

**Note:** The maximum possible allocation for this category is \$2500 per academic semester, including dual semester

### CHECKLIST — MAKE SURE THAT:

- Your publication is **accessible and distributed** to the Cornell community
- Your group prints **at least 75 copies** of the publication
- The publication is distributed in the current semester **between the first and last day of classes**

**IF ANY OF THE ABOVE CONDITIONS ARE NOT MET, THE PUBLICATION IS NOT ELIGIBLE FOR FUNDING**

## **ADDITIONAL RESOURCES:**

Please note the following events and resources that can help your organization prepare its budget:

### Electronic Budget Help Sessions:

- Tuesday, Wednesday, Thursday September 4th, 5th, 6th
- GSH G76

### Commissioner Office Hours:

- Tuesday thru Friday, September 4th thru September 7th
- 11:00 am to 4:00 pm WSH Loft 1 and WSH Loft 2

### "How To Request a Budget in OrgSync"

- Available online: <https://orgsync.com/90113/files/592776/show>

Performance Tier 1: \$7,500

Tier 2: Cap of \$5,000

Tier 3: Cap of \$4,000

Tier 4: Cap of \$3,000

Tier 5: Cap of \$2,000

Tier 6: Cap of \$1,000

New Groups: Cap of \$500