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GSG Budget
The GSG annual Budget runs from October 1 through Sept 30th. Based on the amount of funds GSG is award each year, the senate approves each GSG committee a certain amount of funds.

Reimbursement Guidelines
- If you have questions, ask the GSG Treasurer and/or the Graduate School Office prior to making a purchase.
  - GSG Treasurer: Keyur Savla (ksavla@uab.edu)
  - Cynthia Ballinger (cknight@uab.edu)

- UAB Financial Affairs policies can and do change. For information about specific policies visit the UAB Financial affairs webpage at: http://financialaffairs.uab.edu/policies.asp

- Under NO circumstances will an individual be reimbursed.
  - Student group purchases must be made via invoice, LPOs, or through payment from an account in the name of the student group.

- NO CONTRACTS – Students are not authorized to enter into a contract on behalf of the University. “Word of Mouth” agreements are allowed.

- Payment will not occur until after the event/meeting has happened.

Regulations To Be Aware Of

Co-sponsored events with GSG
For events which your organization will be co-sponsoring with GSG using GSG allocated funds, notify the GSG Treasurer and the Graduate School by email indicating which GSG committee you will be partnering with and how much your organization will be contributing.

- If your organization will be contributing a lump sum amount (i.e. $200) towards an event, no other actions (ie uploading receipts or invoices need to be done). The GSG committee co-sponsoring the event will be responsible for submitting invoices for payment. The GSG Treasurer and Graduate School will make the necessary adjustment to your GSG account.
If your organization will be responsible for a specific invoice, for example catering, follow the reimbursement guidelines as usual. Invoices should only be uploaded for payment to the GSG website only once.

Co-sponsoring and other GSG Funded Student Groups
- For events which your organization will be co-sponsoring with another student group using GSG allocated funds, notify the GSG Treasurer and the Graduate School by email indicating which student group your organization will be partnering with and how much your organization will be contributing. The GSG Treasurer and Graduate School will make the necessary adjustment to your GSG account.
- Invoices should only be uploaded for payment to the GSG website only once. Arrangements between co-sponsoring organizations must be made as to who will be responsible for submitting documentation for payments.

Required Documentation
- Completed GSG Reimbursement Form
- Agenda for meeting OR Poster for event with date, time, and place of meeting/event
  - Posters must also indicate funding provided by GSG; and
  - Posters also must contain the following statement: “To request special disability related accommodations, Please contact [insert your organization’s email address]”
- Sign-in list with ALL attendees listed
  - List does not need to be hand-written signatures
- Itemized original receipt listing the food, beverages, and supplies purchased
- Receipts should include the method of payment
- Include documentation to link the receipt to the method of payment (i.e. screenshot of credit card statement, image of credit card with name and last four digits visible)

Submission of Documentation For Payment
Completed reimbursement forms should be scanned and uploaded directly to the GSG website http://www.uab.edu/GSG/GSG-funding under “GSG Event Payment Request.”

Timing
Reimbursements requests should be prepared immediately following each meeting and event. Payments to vendors generally take about 2-3 weeks to process and any delay on behalf of a student group looks poorly upon the University as well as the GSG. Significant delays in reimbursing will be
noted by the Treasurer and will be a factor in obtaining funding in subsequent years. It is extremely important to the University as well as the GSG that we maintain a good working relationship with vendors who are gracious enough to allow for invoicing.