General Budget Information

Each semester, active SIGs will submit a budget to SAC. It outlines each planned event or activity, with a brief description and itemized costs.

After submission of budgets and a brief meeting with each SIG on the day of Budget Hearings regarding their planned events and budgets, SAC will allocate funds and request the Business Office to disburse them to each SIG’s account. Each SIG will receive $150 in discretionary funds per semester, which can be used at the discretion of the SIG Leaders.

SIG accounts should be managed appropriately by maintaining a non-negative balance. **SAC will not retroactively fund events.** Events taking place before the semester’s Budget Hearing should be placed on the previous semester’s budget unless the SIG elects to use some or all of its discretionary funds for that event. The current balance in a SIG account does not roll over from the previous semester, and will be subtracted from amount allocated to the SIG at the start of the semester.

Each SIG has a Business Office point person, assigned during hearings, who will manage their account. Each account has a unique number, called a PTAO, used for transactions with the Business Office.

Budgeting Guidelines

1. Money in SIG accounts does not carry over from the previous semester, and allocated money must be spent on SAC approved events within the academic year.

2. Restrictions
   - No meals for off-campus field trips or events will be funded.
   - No honoraria for speakers.
   - No per diem for speakers, but meals with students may be funded.
   - No printing costs or disposable decorations will be covered.
   - Meals with World Fellows should be funded through the World Fellows Fund.
   - Meals with a speaker can be on or off campus.
   - “On campus” includes all Yale-owned properties (i.e. Yale Myers).
   - Travel to off campus events and SIG related activities can be subsidized
   - SIGs hosting movie events must obtain appropriate rights for public showings

3. Planning Ahead: SAC encourages SIGs to use and consider the F&ES Events Calendar when scheduling your events to avoid time conflicts. **Also, please consider hosting events earlier in the semester, for which planning ideally would begin during the prior semester.** Include event details on the Calendar to improve attendance. All events must be advertised broadly and open to the F&ES community. **SAC is more likely to fund SIG events that have confirmed speakers.**
4. **Co-Sponsored Events:** If two or more SIGs are co-sponsoring an event, **please coordinate your budgets, and avoid duplicate requests.** Co-sponsoring SIGs must put the event on their budget request form as a co-sponsor but do not need to fill out the costs or event details. A co-sponsored event only pertains to F&ES SIGs. Co-sponsorship forms are NOT required.

5. **Travel:** Please plan ahead and book travel early to get the cheapest fare. When submitting receipts to the business office for reimbursements, please provide a map or directions showing the distance traveled. Refer to the list of preferred vendors and consult the Business Office when booking vehicle rentals for speakers. SIG group travel will be subsidized. Travel for personal career development will not be covered.

6. **Ad Hoc Funding:** If an event is not concretely planned or confirmed when you are submitting your SIG Budget, SAC recommends Ad Hoc funding requests once planning is finalized. Forms for Ad Hoc funding requests are available on the [SAC website](#). Ad hoc funding requests must conform to Budget Guidelines. Requests should be submitted at least **7 days before** the event. SAC will not retroactively fund events.

7. **Big Ticket Funding:** For large-scale events with funding requests between $1,000 and $4,000, please consider applying for Big Ticket Event funding. Big Ticket proposals do not necessarily need to conform to Budget Guidelines and will be awarded on a competitive basis twice a semester. We encourage SIGs to use Big Ticket funding as an opportunity to host innovative and inclusive events for the broader FES community.

8. **Discretionary Funding:** Each active SIG is allocated $150 in discretionary funding per semester.

9. **Fundraising:** Please contact the Business Office while planning fundraising events to avoid complications with account balances, sales taxes, etc. Please note that selling items under $50 (per item) is non-taxable, and sales tax needs to be accounted for items above $50.

10. **Capital Expenditures and Supplies:** Will be funded at SAC’s discretion.

11. **Reporting:** SIG Leaders are encouraged to submit their expense reports to the Business Office in a timely fashion to avoid overdrawing their account at the end of the year.

### Purchases

As SIGs spend money on various events, those funds will be removed from their SIG account. Spending and reimbursement can happen in the following ways:

- **Business Office (BO) credit card.** Purchases made using the BO credit card must be accompanied by written approval from the SIG Treasurer/Leader. Please contact the liaison in the Business Office for your specific SIG to coordinate. You should arrange to use the credit card in advance of the purchase, as there is only one credit card available and many people who wish to
use it. You must return the credit card the same day that you take it (you cannot keep it overnight or over the weekend) and you must return the card with a receipt for every purchase made. If you fail to do so, the privilege of using the business office credit card will be revoked.

● **Using personal funds.** Purchases made using your own money can be reimbursed through the Business Office as long as you provide receipts. **You must submit your request for reimbursement within 10 days of the purchase date.** Late receipts will take longer to process and may not always be authorized. The following guidelines apply to:
  ○ **Petty Cash (under $300).** These expenses can be reimbursed quickly, usually within 24 hours. Forms for petty cash requests are available at the Business Office. You must bring approval to be reimbursed from the SIG account from the SIG Leader or Treasurer, plus the PTAO to charge and have a valid business purpose (who, what, when, where, why and how many).
  ○ **iexpense** – for paid Yale employees only. An iexpense account is created through Nickelle Gilbert and the reimbursement occurs with a direct deposit to your bank account.
  ○ **Check requests:** For non-paid Yale employees (including students). These require written permission from the SIG treasurer or president, your social security number (SSN), the relevant receipt, and a business purpose. Nickelle Gilbert can set up an account for you and facilitate the reimbursements.

● **Travel advances.** Receipts to clear travel advances need to be submitted **within 10 days of your return.**

Please note that lack of adequate documentation may mean that reimbursements are put on hold for up to 2-3 weeks.

**Preferred Vendors**

Yale University Buyer’s Guide has a list of “preferred vendors” at: [http://buying-guide.yale.edu/](http://buying-guide.yale.edu/)
You can use drop-down menu for categories like “Hotels – New Haven area”, “Business Meals” etc. to see the list of preferred vendors for that category, and call them for a price quote. Please note however that the institution listed there may not be the most cost-effective and running your choice by the Business Office may be helpful.

**Reporting**

At the conclusion of each SAC-funded event, SIG leaders must submit a brief online [SIG Event Report](#) to SAC. The form should be submitted **no later than 7 days after the event concludes.** The reporting system is a tool for SAC to keep track of what activities actually take place, the actual expenditures, and attendance. SAC depends on the report to make adjustments to the Budget Guideline. It is also a good way for each SIG to build their institutional memory for the future.
Please direct questions or concerns to the SAC Treasurer: Sachi Singh (sachi.singh@yale.edu), or send an email to sac@mailman.yale.edu

**SAC FUNDING CAPS BY EXPENDITURE**
The table below provides the funding limits for various activities. SAC will only grant funds up to the limits given.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th># SIG Sponsors</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOOD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal meeting</td>
<td>N/A</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>(with no confirmed speaker)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings with a confirmed</td>
<td>1</td>
<td>$55</td>
<td>For meetings with a confirmed speaker.</td>
</tr>
<tr>
<td>speaker</td>
<td>2</td>
<td>$80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>$110</td>
<td></td>
</tr>
<tr>
<td>Meal with a speaker (non-Yale</td>
<td>1</td>
<td>$150</td>
<td>Meals should be organized to enable at least 6 students to participate when 1 SIG is sponsoring.</td>
</tr>
<tr>
<td>faculty)</td>
<td>2</td>
<td>$225</td>
<td>As more SIGs sponsor a meal with a speaker, additional students should be able to participate.</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>$300</td>
<td>Meals should accommodate at least 12 students</td>
</tr>
<tr>
<td><strong>TRAVEL &amp; LODGING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train to/from NYC</td>
<td></td>
<td>$44.00peak / $33.00 off-peak hours</td>
<td>Please encourage off-peak travel when possible</td>
</tr>
<tr>
<td>updated September 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One night accommodation</td>
<td></td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Personal Vehicle Use</td>
<td></td>
<td>55.5 cents/mile</td>
<td>A map showing distance traveled must be submitted to the Business Office with a reimbursement request.</td>
</tr>
</tbody>
</table>
### SIG Budget Guidelines – 2016/2017
### Yale F&ES

<table>
<thead>
<tr>
<th>Airfare and other</th>
<th>RED - $100</th>
<th>BLUE - $200</th>
<th>YELLOW - $250</th>
<th>GREEN - $300</th>
<th>PURPLE - $400</th>
<th>See map for zone colors. Provide estimate of actual cost in budget as well as cap. Regions not depicted will be all or partially funded on a case-by-case basis.</th>
</tr>
</thead>
</table>

See map for zone colors. Provide estimate of actual cost in budget as well as cap. Regions not depicted will be all or partially funded on a case-by-case basis.