



Shepard Broad College of Law
NOVA SOUTHEASTERN UNIVERSITY

NSU
Florida

STUDENT ORGANIZATIONS GUIDELINES

2023-2024

Matthew DeTemple
Assistant Dean of Finance & Administration

Contents

FINANCIAL TRAINING	2
FACULTY/STAFF ADVISORS AND THE FINANCIAL APPROVAL PROCESS	2
ORGANIZATIONAL BUDGETS	2
HONORS ORGANIZATIONS	3
FUNDRAISING/SOLICITATIONS	3
TRAVEL	3
TRAVEL REIMBURSEMENT	4
AFTER TRAVELING, INSTRUCTIONS FOR REIMBURSEMENT.....	4
NSU ACCOUNTS PAYABLE POLICIES AND PROCEDURES	5
CAR RENTALS.....	5

FINANCIAL TRAINING

Per NSU policy, all registered Treasurers and Presidents whose organizations are funded through the SBA must be trained at least once, **annually**, by the Student Activity Fee Accounts Office. This training is valid from July 1st – June 30th of each year, to coincide with the fiscal year. Student organizations must submit their roster of upcoming officers before the start of each fiscal year so that they may be added to the Canvas Training Manual. **The Student Activity Fee Accounts Office will NOT process any transactions/requests for funds until the Treasurer of the student organization has completed the required training.** Please find the Student Activity Fee Fiscal Year Timeline in Appendix B.

Honors Organizations secure funding through NSU Law's Office of Finance and Administration. These organizations are funded each academic year from the law school's budget. It is suggested that organization leadership liaise with the Office of Finance and Administration for updated information about reimbursements, payments, and expenses. The Assistant Dean for Finance and Administration will hold mandatory training for all Honors Organizations Treasurers and Presidents.

FACULTY/STAFF ADVISORS AND THE FINANCIAL APPROVAL PROCESS

Every student organization must have a Faculty/Staff Advisor and each organization is required to notify the Dean of Students with the name of your current Advisor. You should confer with your Advisor frequently as their experience and guidance is valuable.

Your Faculty Advisor should be reasonably informed and involved in everything you do, including, but not limited to, the selection of competition coaches, all fundraising activities, and all expenditures for travel, supplies, etc. Your Advisor must approve your organization's expenditures of \$500 or more. Reimbursements of expenditures less than \$500 may be submitted without Advisor approval.

ORGANIZATIONAL BUDGETS

Fiscal Year

The university Fiscal Year starts on July 1st and ends on June 30th. Revenue and Expenses should be recorded during this period to count in a given fiscal year. Any item received after June 30th will be recognized in the following Fiscal Year. It is your responsibility to submit all expense reimbursements in a timely fashion.

SBA Funded Organizations

For non-Honors/SBA-funded organizations, funds are distributed through NSU Law's SBA. Funding is then administered through the Office of Student Affairs. Please submit your fund requests to the President and the Treasurer of the SBA (typically mid to late August).

The Student Activity Fee Accounts Office manages these organization accounts and provides policies and procedures. Please refer to the [Student Activity Fee Accounts Office Manual](#) for detailed instructions on reimbursements and funding requests.

<https://www.nova.edu/studentfeeacct/forms/manual.pdf>

HONORS ORGANIZATIONS

Funds allotted to your organization are from the Shepard Broad College of Law operating budget and are subject to NSU policies and procedures.

Each student group will be notified regarding the amount of funds allocated to their organization. Most funds are budgeted to support the mission of the organization (participating in competitions or printing journals) and may not be transferred to other areas of the budget without approval.

The leadership of NTA, International Citator, ILSA Journal, Law Review, and Moot Court will be contacted during the fiscal year (typically late September or early October) and instructed to submit its budget request for the following Fiscal Year. In addition, to listing the organization's anticipated expenses or the competition's anticipated expenses in your request, all other sources of funding must also be included. This includes funding from your national organization, receipt of local dues, approved fundraising, or any other source of funding.

You should carefully plan how you are going to spend your budget each year. If you overspend you will be limiting funds for other uses. Plan the luncheons, banquets, cost of trophies, etc., to which you intend to allocate your promotional funds for this year. Should you wish to transfer funds within your budget between account codes, these must first be approved by your Faculty Advisor, the Dean of Students, and Finance and Administration.

Should you need information regarding your expenditure and account balances available, please contact the Office of Finance and Administration.

FUNDRAISING/SOLICITATIONS

Any student organization wishing to solicit funds or engage in fundraising must receive prior approval from your Advisor and the Director of Outreach and Engagement. This is necessary to coordinate fundraising and development efforts at the Shepard Broad College of Law.

For SBA-funded organizations, all fundraising proceeds, monies solicited, and receipts must be deposited to their respective Student Fee Account within 24 – 48 hours of receipt. These deposits must be submitted to the Student Activity Fee Accounts Office.

For the Honors organizations deposits must be made to the Office of Finance and Administration at the College of Law.

TRAVEL

Registration

Co-Curricular student organizations (i.e., NTA, ILSA, Moot Court, and Nova Law Review), all travel arrangements for airfare, hotel [\[KC1\]](#) [\[MD2\]](#) accommodations, and rental cars should be made through the University's Travel Office, or may not be reimbursed. To process a request for conferences/competitions, the student organizations must complete the travel request forms (approved by the organization faculty advisor), including a copy of the valid photo ID of each traveler to the Business Administrator Coordinator within sixty (60) days before departure.

SBA members must request or register all student travel with University Student Affairs. Please contact the University Student Affairs by email: studente@nova.edu or by phone: (954) 262-7290.

TRAVEL REIMBURSEMENT

Before a student traveler can be reimbursed, it may be necessary to obtain a [Form W-9](#). All members must complete a W-9 to facilitate reimbursement. The University Accounts Payable will send the payment directly to the payee.

After completion of an NSU Law-sponsored trip, the following procedures are required for reimbursement to occur (please allow at least (30) business days to fully process a reimbursement request.)

Please be aware that PAN SGA has grant money available for student travel through a Professional Development Grant. Grants are awarded per semester. Please see NSU's website for updated information.

AFTER TRAVELING, INSTRUCTIONS FOR REIMBURSEMENT:

- There are dollar limits on travel reimbursements (meals, tips, taxes, cabs, mileage, phone calls, etc.) and expense reimbursements. Travel Policy funding limits (Appendix C)
- There are deadlines on the submission of travel and expense reimbursements: Reimbursement forms must be submitted within 30 days of completion of each trip to ensure that the expenses may be processed before the end of the fiscal year on June 30th.
- Each traveler must submit itemized proof of payment receipt(s) for all meals and reimbursable expenses, such as transportation costs, gas, toll, or parking that is paid for on the trip to the Student Coordinator in the Administration Suite. Please placed original receipts in an envelope and should include (Name, Mailing address, NSU N-number, NSU e-mail, and phone number).
- Each travel arrangement for airfare, hotel, and car rental will be emailed to each traveler (the travel reimbursement policy will be included). This requires listing the daily expense including hotel and meals. The maximum daily limit for meals is \$50 a day, tips are 20% maximum of the subtotal, and applicable taxes are calculated based on the location. Taxes and tips should be shown as a separate line item.
- Alcohol is not covered.

- Each traveler must submit itemized proof of payment receipts for meal expenses. Only itemized receipts and proof of payments are eligible for reimbursement.
- **Credit card receipts, or hotel bills, listing only the total amount spent, are not acceptable.**

NSU ACCOUNTS PAYABLE POLICIES AND PROCEDURES

Miscellaneous charges for tips, tolls, and other miscellaneous charges require itemized receipts. Miscellaneous tips to porters, bellhops, and other service personnel are reimbursable without a receipt if \$15 or less per trip.

- Each traveler, if traveling by air, must attach his or her used airline ticket stub to the Travel Expense Report and include the cost of the airfare in the Report.
- Please obtain and submit a hotel receipt with a day-by-day breakdown, even if the cost was prepaid. The hotel charges must be listed daily in the Travel Expense Report.

CAR RENTALS

Trips to destinations more than 300 miles should not be made by automobile unless:

- Three or more travelers share a van.
- Traveling with excessive baggage, too cumbersome to carry on a plane.
- Frequent stops are made.

Reservations for car rentals should be made through the University Travel Office, as Nova Southeastern University receives discounts on corporate use. Vehicles may be rented when:

- Local transportation is not available.
- Schedules do not permit the use of local transportation.
- The cost of local transportation equals or exceeds the cost of renting an automobile.

If taxicabs must be used (seriously consider a rental car, because the cost is usually less), then original, reasonable receipts are required and must be listed daily on the Travel Expense Report. If a hotel shuttle is available, then the shuttle should be used. Every effort must be made to minimize the cost of taxicabs. Reimbursement will only be processed for justified trips to and from any scheduled conference or competition event. Solo and unnecessary cab costs are not reimbursable.

If mileage reimbursement (Miles Driven) is being claimed (Reimbursed at the standard IRS rates), the [Transportation Reimbursement Form](#) must be completed and submitted with the Travel Expense Report. To substantiate your mileage claim, go to [MapQuest](#) and obtain a printout of the mileage between the locations traveled, and attach it to the claim form.