

# **Student Organizations Guidelines**

## **2021-2022**

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## **FACULTY ADVISORS AND APPROVAL PROCESS**

Every student organization must have a Faculty Advisor and each organization is required to notify the Administration Offices with the name of your current Faculty Advisor. You should confer with your Advisor frequently as their experience and guidance is invaluable. All organization officers and competition participants must be in good academic standing, which can be verified by the Faculty Advisor. Effective July 1, 2020, the College of Law will no longer reimburse travel cost for individuals/coaches that are not fulltime NSU employees.

Your Faculty Advisor should be informed and involved in everything you do, including, but not limited to, selection of competition coaches, all fund-raising activities (see page 6), and all expenditures for travel, supplies, etc. Your Faculty Advisor must approve your organization's expenditures of \$100 or more. Reimbursements of expenditures less than \$100 may be submitted without Faculty Advisor approval. Your Faculty Advisor's approval signifies that the dollar amount seems reasonable, but it does not signify that the funds are available or that the funds will be released.

The Director of Finance and Administration approves the disbursement of funds if 1) funds are available, 2) required documentation is provided, 3) expenditure guidelines and procedures are adhered to, and 4) the request is reasonable.

## BUDGETING AND FUNDING

The Budget for the Fiscal Year starts July 1 and ends on June 30. Therefore, expense reimbursement requests received after June 30 must be charged to the following Fiscal Year. It is your responsibility to submit all expense reimbursements in a timely fashion. The funds allotted to your organization from the Shepard Broad College of Law are disbursed from the University.

**Effective July 1, 2020, the College of Law will no longer reimburse travel cost for individuals/coaches that are not fulltime NSU employees.** All NSU accounting and auditing policies and procedures must be followed as set forth by the Shepard Broad College of Law.

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. Moot Court competitors who are not members of, or sponsored by, the Moot Court Society will also be contacted by the Law School's Office of Finance and Administration and instructed to seek funding for these competitions. In addition to listing all your organizations or competitions 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 fund-raising (see page 8), or any other source of funding. You can check with the [Business Administration Coordinator](#) regarding the availability of any donations made to your organization as alumni or friends frequently donate funds to specific organizations. The Dean has information regarding the availability of these funds being held in a restricted account.

Each student group will be notified regarding the amount of funds allocated to its organization and how the funds may be spent. Most funds are earmarked to support the mission of the organization (participating in competitions or printing journals) and may not be transferred to other areas of the budget. All student groups, organizations, competitors, etc. must adhere to the same NSU Law policies and procedures as set forth in this Procedural Handbook regarding the expenditures of these funds. You should carefully plan how you are going to spend your budget this year. Select the competitions or conferences you need to attend or the number of volumes you need to publish and then divide, with your Faculty Advisor's approval, your budget accordingly. If you overspend on one competition or printing one volume, 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 (Account Code 4380) for this year. In some cases, the funds within your budget can be transferred between account codes, as needed, by the Director of Finance and Administration. Your organization, with your Faculty Advisor's approval, may request transfers within your budget.

The Law School's Office of Finance and Administration Office will assist you in creating a spreadsheet record of your expenditures, updating you on your budget and providing you the tools necessary to manage your budget but ultimately it is your responsibility to manage your budget. Any time you need information regarding your expenditures and account balances available, please contact the [Business Administration Coordinator](#). A copy of the University's monthly Banner report listing the status of your account will be provided to the President and/or Treasurer and Faculty Advisor so you can reconcile your spreadsheet with Banner.

## **CHECKBOOKS**

Student organizations may not have a private bank checking account.

## **FUND-RAISING AND FUNDS DONATED TO STUDENT ORGANIZATIONS**

Any student organization wishing to solicit funds or engage in a fund-raising activity to underwrite the event(s) must receive prior approval from the Dean of the Shepard Broad College of Law. This is necessary in order to coordinate fund-raising and development efforts at the Shepard Broad College of Law.

Please check with the Law School's Office of Finance and Administration regarding the availability of any donations made to your organization as alumni or friends frequently donate funds to specific organizations. The Dean has information regarding the availability of these funds being held in a restricted account.

TRAVEL

REGISTRATION

TRAVEL PROCEDURES

ABA REPORTING OF STUDENT COMPETITIONS

## REGISTRATION

**Co-Curricular student organizations (i.e., NTA, ILSA, Moot Court, and Nova Law Review)**, all travel arrangements for airfare, hotel accommodations, and rental cars should be made through the University's Travel Office, or they may not be reimbursed. In order to process a request for conferences/competitions, the student organizations must complete the travel request forms (approve by the organization faculty advisor); including a copy of valid photo ID of each traveler to the Administration Suite within sixty (60) days prior to departure.

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

## TRAVEL PROCEDURES

### **After Traveling, Instructions for Reimbursement:**

If necessary, we will need sufficient time to obtain a W-9 form from for each traveler, before we can submit the reimbursement information for payment. The University Accounts Payable will send the payment directly to the payee.

After completion of NSU Law sponsored trip, the following procedures are required in order for reimbursement to occur (please allow at least 20 business days depending on Accounts Payable's workload to fully process and approve a reimbursement request).

1. Reimbursement is limited to the amount of funds available in your budget.
2. There are FUNDING LIMITS ON ALL travel reimbursements (meals, tips, taxes, cabs, mileage, phone calls, etc.) and expense reimbursements.
3. There are TIMING LIMITS on the submission of travel and expense reimbursements: Reimbursement forms must be submitted within 2 weeks of completion of each trip to ensure that the expenses may be processed before the end of the fiscal year on June 30<sup>th</sup>.
4. Each traveler must submit itemized and 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).
5. Each travel arrangement for airfare, hotel, and car rental will be mailed 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 sub total and applicable taxes are calculated based on the location. Do not calculate 20% for tips on the total bill, which includes taxes. Alcohol is not covered. Taxes and tips should be shown as a separate line item. Yet again, each traveler must submit itemized and 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 on 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 on the Travel Expense Report.

#### **Car Rentals**

- i. Trips to destinations in excess of 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.
- ii. 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.
  - iii. 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. Please note the IRS mileage rate has been increased to .58 per mile for business miles driven effective 1/1/2019. This is an increase of 3.5 cents per mile.

6. All prepaid expenses (e.g., meals, transportations, tolls, parking, etc.) and advances must be deducted

on the form in the Summary section as NSU direct charges.

7. Submit to the [Student Coordinator](#). The Account Allocation section and the Departmental Administrative approval will be completed by the Finance and Administration Office.

**\*REMEMBER ALL PROCEDURES MUST BE FOLLOWED IN ORDER TO OBTAIN**

### **REIMBURSEMENT FOR EXPENSES INCURRED.**

Go to Accounts Payable [website](#) for more information.

If you have any questions, please contact the Director of Finance and Administration.

### **ABA REPORTING OF STUDENT COMPETITIONS**

The American Bar Association (ABA) now requires law schools to report the number of upper-class students involved in moot court, trial, and other competitions. Please send the Associate Dean of Academic Affairs the name of all competitors in each intramural and interscholastic competitions your organization sponsors this year, as the events occur.

# FORMS

**NSU LAW**  
**STUDENT GROUP TRAVEL REQUEST FORM**

(Submit to College of Law-Administration Department)

*Effective 7/1/2020 due to budgetary constraints, coaches (Non-Regular Employees incl. Adjuncts) will not be reimbursed for travel expenditures. All request(s) for exemption or waiver will be denied.*

STUDENT ORGANIZATION: \_\_\_\_\_

SUBMISSION DATE: \_\_\_\_\_

COMPETITION TITLE: \_\_\_\_\_

TRAVEL DATES: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**(1) Travel Organizer:**

Name of Student: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_@nova.edu

**(2) Names of Students Attending:**

**(Please provide name exactly as it appears on your travel identification and mailing address)**

1) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

N#: \_\_\_\_\_ NSU Email: \_\_\_\_\_@nova.edu

Address: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

N#: \_\_\_\_\_ NSU Email: \_\_\_\_\_@nova.edu

Address: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

N#: \_\_\_\_\_ NSU Email: \_\_\_\_\_@nova.edu

Address: \_\_\_\_\_

SUBMIT ANY ADDITIONAL INFORMATION PERTINENT TO TRAVEL ON A SEPARATE SHEET.

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4) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

N#: \_\_\_\_\_ NSU Email: \_\_\_\_\_@nova.edu

Address: \_\_\_\_\_

5) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

N#: \_\_\_\_\_ NSU Email: \_\_\_\_\_@nova.edu

Address: \_\_\_\_\_

6) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

N#: \_\_\_\_\_ NSU Email: \_\_\_\_\_@nova.edu

Address: \_\_\_\_\_

**Faculty Advisor's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **(3) Hotel Payment Information:**

Attach copies of all conference and hotel registration information. If time allows, the cost will be prepaid. The check will be mailed to the hotel directly from NSU Accounts Payable. To have your hotel prepaid, all payment request(s) **MUST BE SUBMITTED 45 DAYS PRIOR TO THE ANTICIPATED TRIP.** We are exempted from hotel taxes in the states of Colorado, Florida, Kansas, Kentucky, Maine, Michigan, Missouri, New Jersey, New York, Ohio, Rhode Island, Tennessee, Texas, Utah, Virginia and Wisconsin. **Hotel reservations must be held by a personal credit card, since NSU does not provide this service.** Therefore, you may elect to make your own reservations, as long as the cost is within your budget, or you will need to provide your credit card number for us to make the reservations.

### **(MUST ATTACH HOTEL CONFIRMATION WITH THIS FORM!)**

Hotel Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Check-in date: \_\_\_\_\_ Check-out date: \_\_\_\_\_

#### **Approximate Cost:**

\_\_\_\_\_ Single Rooms X \_\_\_\_\_ Rate (+\_\_\_\_\_ tax) X \_\_\_\_\_ Days = \_\_\_\_\_ Subtotal

\_\_\_\_\_ Double Rooms X \_\_\_\_\_ Rate (+\_\_\_\_\_ tax) X \_\_\_\_\_ Days = \_\_\_\_\_ Subtotal

#### **Name of occupant(s) for each required room:**

**A male and a female students may not share the same room!**

Room 1: \_\_\_\_\_

Room 2: \_\_\_\_\_

Room 3: \_\_\_\_\_

Room 4: \_\_\_\_\_

Room 5: \_\_\_\_\_

Room 6: \_\_\_\_\_

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**NSU LAW**  
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*(Submit to College of Law-Administration Department)*

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**(4) Car/Van Rental Information:**

Rental vehicle is directly billed to NSU and insurance for the rented vehicle will be covered by NSU. **Please remember when dropping off rental vehicle, it is a necessity to fill up gas tank and obtain and submit a receipt.**

Person driving vehicle (**must be over 25 years of age**): \_\_\_\_\_

SUBMIT ANY ADDITIONAL INFORMATION PERTINENT TO TRAVEL ON A SEPARATE SHEET.