BICC Financial Handbook 2017-2018

Contact
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Things to Keep In Mind
- Maximum of 3 proposals per week
- Include taxes in the amount you are requesting
- We round up to the next dollar for CFRs ($130.11 -> $131)

CFR (How to Request)
1. Locate the appropriate document on the BICC website and fill it out accordingly.
2. Email it to biccfinance@fullerton.edu by Wednesday at 10pm prior to your desired date of presentation (at the latest).
   a. Once I approve it, complete the “BICC Online Agenda Request Form” and send your proposals to biccadmin@fullerton.edu
   b. First come, first serve
3. After getting your event approved, collect and KEEP YOUR ITEMIZED RECEIPTS!
4. Include information of the payee (Name, Address, CWID, Phone #, Email)
5. Locate and fill out the document on the BICC website labeled “Program Assessment Form.”
6. Turn it into the VP of Finance for reimbursement!

Travel (How to Request)
1. Locate the appropriate document on the BICC website and fill it out accordingly.
   a. Labeled “Proposal Packet – Travel”
   b. Include pie chart of where 65% of your money is coming from your club.
2. Email it to biccfinance@fullerton.edu by Wednesday at 10pm prior to your desired date of presentation (at the latest).
   a. Once I approve it, complete the “BICC Online Agenda Request Form” and send your proposals to biccadmin@fullerton.edu
   b. First come, first serve
3. After getting your event approved, collect information of each student getting reimbursed.
4. KEEP ALL BOARDING PASSES, HOTEL, FLIGHT RECEIPTS!
5. If using a rental car or personal vehicles to travel, PLEASE see me ASAP. Complete the “Authorization to Drive Privately Owned/Rental Vehicle” form and complete driving test online located in the student portal. Ask me for forms if unsure. Keep receipts for mileage and gas! (Read below in Driving section)
6. Each student must complete:
   a. “Delegate Contract” form
   b. "Executive senate contract (Travel cover letter)" form
   c. 350-word response about their experience
7. Turn it into the VP of Finance for reimbursement!

**Each student or group traveling is required to do a Travel Presentation upon returning**

**Travel**
Travel Support/Funding – each student may receive, per fiscal year from any/all ASI sources, up to $500 if they are actively participating or up to $250 if they are not actively participating.

**California/CSU Travel Ban** – travel to these states cannot be funded by ASI
1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. South Dakota
7. Tennessee
8. Texas

**Travel - Funding Specifics**

**Registration** (recommended to fund first)
- What can be reimbursed?
  - Registration costs for conferences/competitions/conventions/events
    - Note: registration costs must be for an officially hosted/organized activity connected to the organization's mission, purpose, or focus.
- What is submitted?
  - Registration receipt showing name(s) and cost/payment

**Lodging** (recommended to fund second)
- What can be reimbursed?
  - Hotel/motel reservation costs
  - Parking fees connected to a reservation
    - Note: room service or other incidentals are not fundable, private rentals including VRBO, Airbnb, etc., are not fundable
- What is submitted?
  - Final folio/receipt after checkout and/or booking reservation (if from travel website)

**Flights/Airfare**
- What can be reimbursed?
  - Airfare costs for travel to conference/completion
  - Bag fees for flight reservations
    - Note: only basic/economy/coach reservations can be reimbursed
- What is submitted?
  - Flight reservation receipt with name, flight information, and cost/payment
- Original boarding passes or mobile app screen shots for each flight on itinerary
  - Note: if boarding passes are missing, written verification of flight being taken from airline can be submitted

**Train/Bus**
- What can be reimbursed?
  - Ticket costs for travel to conference/competition
  - Bag fees for reservation
    - Note: only basic/economy/coach reservations can be reimbursed
- What is submitted?
  - Reservation receipt with cost/payment

**Public Transportation/Taxi/Uber/Lyft**
- What can be reimbursed?
  - Transportation between airports/lodging/conference/competition site only
- What is submitted?
  - Original or emailed receipt

**Driving** (see VP of Finance ASAP; authorization due 2 weeks prior to travel date)
- What can be reimbursed?
  - When using a personal vehicle, mileage is reimbursed
  - When renting a vehicle, rental fees and gas receipts are reimbursed
    - Note: when renting a vehicle, the full insurance coverage MUST be accepted and the vehicle cannot be larger than a minivan or economy SUV
- What is submitted?
  - For mileage, a Google maps driving directions print out
  - For rental vehicle, rental agreement receipt and gas receipts
- What is required for authorization (due two weeks before travel)?
  - Travel must originate and conclude from CSUF campus
  - ASI Driving Authorization Form
  - Defensive Driver Training (online through CSUF Portal)
  - Valid Driver’s License
  - Valid Insurance (Check the effective dates)
- What is the area limitation for driving?
  - North: San Francisco/Sacramento area
  - South: San Diego/International Border
  - East: Phoenix/Tucson area
Potential Questions to Ask Representatives Who Are Proposing

- Did this eventconference take place last year? If so, how successful was it?
- What is the expected attendance for the event?
  - If retroactive: How many members showed up?
- How did you market the event?
  - For how long?
  - To whom?
  - On what social media platforms?
- Did you fundraise for this event?
  - What methods did you use?
- How will students benefit from this event?
- Why did you choose (insert vendor) as opposed to this (insert vendor)?
- Was there any remaining food left after the event?