

# 2023-2024 ASNAU Reimbursement Guidelines

## **Reimbursement Guidelines Authorization:**

This document is an extension of the ASNAU Bylaws, and any amendments must be approved by a majority of the Senate.

## **Reimbursement Disclaimers:**

1. Reimbursement is NOT guaranteed.
  - a. Factors such as approval in previous years for similar or identical reimbursements does not guarantee approval again.
  - b. ASNAU reserves the right to amend the Reimbursement Policy to reflect the goals and mission of the organization and to provide reimbursements in the best, most equitable and fair way possible.
    - i. Whichever policy is publicly available at the time that the reimbursement request is submitted to ASNAU will be the one used in decision making.
2. All reimbursements are subject to Federal, Arizona State, Northern Arizona University (NAU) and Business Support Services (BSS) Travel Policy Guidelines, and ASNAU Reimbursement Policy.
3. Funds can only be disbursed after the appropriate procedures have been followed. Failure to follow the procedures listed in this document will result in denial of reimbursement even if the Senate approved the Bill.
4. Any documentation requested by ASNAU needs to be supplied within 7 days of the request.
  - a. Documentation may include, but is not limited to, additional receipts, payment confirmation, roster of event attendees, or mileage calculation information.
  - b. If this documentation is not provided within 7 days of the request, the request will be terminated.
5. Reimbursements may be denied based on the grounds listed on the following pages, or due to unprofessional conduct on the part of the applicant or the club's designated representative.
6. Denials may be appealed by emailing the ASNAU Vice President of Student Advocacy ([ASNAU\\_VPSA@nau.edu](mailto:ASNAU_VPSA@nau.edu)) to set up a time to discuss the case. Following the meeting, the Vice President of Student Advocacy will take the case to the ASNAU Executive Council for further discussion. The executive Council may deny the request again, or authorize it for a second vote at the next Senate meeting, where they will make their argument for reimbursement.

### **Reimbursement Procedure and Timeline:**

1. A club or individual will submit a reimbursement request to ASNAU using the ASNAU Funding Form.
2. A club or individual will bring their receipts to the ASNAU Front Desk.
3. Once the receipts have been turned in, the ASNAU Vice President of Student Advocacy and Chief Financial Officer will analyze the receipts.
4. After the receipts have been looked over, the ASNAU Appropriations Committee Chair will reach out to the designated representative and give them a meeting time.
5. The ASNAU Appropriations Committee Chair will assign the request to a Senator who will draft a Senate Bill that requests reimbursement from NAU for the club or individual.
6. A representative for the club or individual must attend an ASNAU Appropriations Committee meeting to explain the request and answer any questions.
  - a. After being invited to attend Appropriations, the representative has up to 2 weeks to attend before the Bill is tabled indefinitely.
7. The ASNAU Appropriations Committee will approve or deny the request.
  - a. If denied, the reimbursement cannot be reimbursed by ASNAU.
  - b. If approved, the club or individual will need to stay in contact with the ASNAU Vice President of Student Advocacy, Chief Financial Officer, and Operations Assistant Manager to finalize the request before it is sent to the school for final approval.
8. After ASNAU submits the Bill and Supporting Documentation to the school, there are 3 additional approvals from the NAU Fiscal Operations Officer, NAU Finance Administrative Specialist, and a representative from the Comptrollers Office.
  - a. If any of the above people deny the request, the ASNAU Vice President of Student Advocacy and Operations Assistant Manager will work with the club or individual to fix the issue and procure reimbursement.
9. A check will be made and needs to be picked up by an authorized person and signed out.
  - a. Currently checks can be picked up with Erica Kragness in the ASNAU Office.

### **Reimbursement Policy:**

1. **According to Federal, State, and/or NAU Policy, the following CANNOT be funded:**
  - a. Activities that perform a task that is more effectively performed by the University.
  - b. Any activity that discriminates based on race, sex, religion, national origin, marital status, sexual orientation, disability, age, or veteran status.
  - c. Food not supplied by Sodexo.
    - i. Food CAN be reimbursed outside of Sodexo if accompanied by a Food Waiver.
  - d. Funding for any NCAA Affiliated club or sports team.
  - e. Items that are to be kept by the club or individual.
  - f. Any expense for wages or salaries.
  - g. Cash gifts, trophies, or scholarships.
  - h. Computer equipment.
  - i. Club jerseys or uniforms.
  - j. The repayment of previous debts.
  - k. Donations to a charitable organization.
  - l. Any part of any event where alcohol is served.
  - m. Purchases made by a department for non-university approved travel.
  - n. Participant expenses exceeding \$25 per item or \$100 per semester.

**2. According to ASNAU Policy, the following CANNOT be funded:**

- a. Events that charge a fee to full-time NAU students.
- b. Academic materials for use in class or for anything gaining class credit.
- c. Sports Equipment.
- d. Lodging or living accommodations during travel.
- e. Funding to anyone that does not pay the 23 Fee.
- f. Any activity in which course credit is received, either directly or indirectly.
- g. Any form of tutoring, including online courses.
- h. Upgraded services related to travel, including first-class or business-class flight seats.
- i. Any reimbursement that may hold ASNAU legally responsible for something outside of the scope of our organizational mission.

**3. Travel Reimbursements:**

- a. ASNAU can reimburse for travel directly related to an approved event, including the following expenses:
  - i. Mileage driven in personal vehicles to the event and back to Flagstaff.
    - 1. Mileage is calculated by taking the roundtrip total of the travel, multiplied by the number of cars taken, and multiplying it by \$0.665/mile.
      - a. Proof of travel also needs to be submitted, such as odometer readings, gas receipts at the location on the specified date, or other confirmation of arrival.
  - ii. Airfare through a national, regional, or international airline.
    - 1. No upgraded amenities, only the base costs and fees of the ticket.
  - iii. Parking fees directly related to the event that reimbursement was requested.
    - 1. Not parking fines or tickets.
- b. ASNAU currently DOES NOT reimburse for lodging of any kind.

**4. Documentation Requirements:**

- a. Receipt Requirements:
  - i. A receipt or invoice submitted to ASNAU must show a \$0 balance, payment confirmation, or amount paid.
  - ii. If the receipt has the name of any individual on it, that individual must be the one requesting reimbursement for that expense.
- b. Mileage:
  - i. The club or individual must submit the addresses of their travel location(s), number of cars driven, and the name of each student in the vehicles driven.
  - ii. Proof of travel also needs to be submitted, such as odometer readings, gas receipts at the location on the specified date, or other confirmation of arrival.