

**HUMBOLDT STATE
UNIVERSITY**

**INSTRUCTIONALLY
RELATED
ACTIVITIES**

20 14-15

Budget, Policies, and Procedures

INSTRUCTIONALLY RELATED ACTIVITIES ACCOUNT NUMBERS

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August 1, 2014

TO: Instructionally Related Activities (IRA) Directors
FROM: Joan Tyson, Associated Students General Manager
RE: 2014-15 IRA Budget Policies and Procedures Manual

Following is the 2014-15 IRA Budget Policies and Procedures Manual. Please review it carefully as IRA funds can only be spent as recommended by the IRA Committee and approved by President Richmond. It is also especially important that you pay special attention to the “Budget Language – Specific To Programs”. This language details how the funds can be spent and/or specific constraints.

Also included is a new signature card. We must have a new card on file each year in order to process check requests and purchase orders. Please complete the card and return it to our office as soon as possible. If a budget administrator is added or deleted during the year, the signature card must be updated.

If you need any check requests, deposit slips, etc.; please contact the Associated Students Business Office at 3771 to have these forms sent to your office. PLEASE NOTE: many of our forms are available on line at <http://humboldt.edu/associatedstudents/services/as-business-services> for your convenience.


Welcome back and best wishes for a successful year.

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April 24, 2014

TO: Dr. Rollin C. Richmond, President

FROM: Joan Tyson, Associated Students General Manager 

RE: 2014-15 Instructionally Related Activities (IRA) Recommended Budget.

Enclosed for your approval is the 2014-15 Instructionally Related Activities (IRA) budget and budget language as recommended by the IRA Committee. This budget is based on our current fee structure which is \$32.16 per student Fall and Spring semesters. Also included in the budget is an allocation from the IRA Reserve in the amount of \$78,000. The current balance in reserves is approximately \$315,000 and the Committee is intentionally spending it down. Based on an annualized headcount target of 8,229 fee paying students, our total budget for the year is \$591,000.

There are some changes in the 2014-15 budget language and budget from the current year. Among them are as follows:

- Forestry Conclave-Western Regional Conference will be hosting the event in Humboldt County this year. These funds will be used for registration and supplies and services for hosting the event.
- Sport Clubs was allocated additional funds to further assist with out-of-pocket expenses these students incur to participate.
- Currently, several courses offered by Campus Center for Appropriate Technology (CCAT) are undergoing a transition so they are without a course designation. Organic Gardening, Green Building, Herbalism, and Lost Arts of Living/Homesteading, are being proposed by the Environmental Science Department to be moved from the temporary special topics course numbering to their own unique course numbers. This will make them stronger and better structures in the future. However, after careful review of the program requirements, the IRA Committee recommends this program continues to receive funding during this transition. The goals of the program remain the same. Your approval of this guideline exception is also necessary.
- Campus Food Security Program is a new IRA Program. The IRA funds are for partial support and development of a program to be launched in 2014-15. The specific breakdown in expenditures is still being determined as this will be a "team effort"

requiring commitment and support from multiple campus departments. The IRA Committee was supportive of providing this flexibility to the program and the funds allocated will be used for supplies and services that are consistent with IRA funding objectives and guidelines. Due to this uncertainty, the AS General Manager will coordinate approval of the expenditure plan of these program funds with the Vice President of Enrollment Management and Student Affairs.


We look forward to your approval of the Instructionally Related Activities 2014-15 budget. If you have any questions, please feel free to contact me at extension 5410 or joan.tyson@humboldt.edu.

Recommend Approval:

Approved:



Peg Brake
date
Vice President Enrollment Mgt. &
Student Affairs


Rollin Richmond
date
President

cc: Forust Ercole, AS President

*Includes approval for
CCAT course changes.*

**INSTRUCTIONALLY RELATED ACTIVITIES (IRA)
2014-15 FISCAL YEAR APPROVED BUDGET**

PROGRAM NAME	Budget 2013-14	Request 2014-15	Approved 2014-15
ART GALLERIES	\$55,120	\$55,120	\$55,120
Supplies & Services for exhibitions			\$55,120
		TOTAL	\$55,120
BROADCAST NEWS	\$1,500	\$1,500	\$1,500
Supplies & Services for course production			\$1,500
		TOTAL	\$1,500
CAMPUS CENTER APPROPRIATE TECH.	\$7,700	\$7,400	\$7,400
Supplies & Services course materials			\$7,400
		TOTAL	\$7,400
CAMPUS FOOD SECURITY PROGRAM	\$0	\$22,120	\$22,120
Supplies & Services for program development			\$22,120
		TOTAL	\$22,120
BUDGET LANGUAGE			
Funds allotted for supplies and services for the development of the program to be launched in 2014-15			
FORENSICS	\$37,075	\$36,735	\$36,735
Registration			\$6,980
Per Diem			\$18,120
Transportation			\$11,635
		TOTAL	\$36,735
FORESTRY CONCLAVE-CALIFORNIA	\$6,000	\$8,710	\$8,710
Registration			\$800
Per Diem			\$5,760
Transportation			\$2,150
		TOTAL	\$8,710
BUDGET LANGUAGE			
Funds allotted for 4 nights/24 students/\$360 per student. If less than 24 students participate, funds will be reduced proportionately.			
FORESTRY CONCLAVE-WEST REGION	\$19,000	\$13,200	\$12,000
Registration			\$2,500
Supplies & Services			\$9,500
Transportation			\$0
		TOTAL	\$12,000
BUDGET LANGUAGE			
Funds shall not be used for burling practices.			

PROGRAM NAME	Budget 2013-14	Request 2014-15	Approved 2014-15
KRFH RADIO	\$9,600	\$9,600	\$9,600
Supplies & Services for course production			\$9,600
		TOTAL	\$9,600
LEADERSHIP IN VOL. ORGS.	\$2,694	\$2,694	\$2,694
Per Diem			\$2,600
Transportation			\$94
		TOTAL	\$2,694
LUMBERJACK NEWSPAPER	\$30,000	\$32,500	\$32,500
Supplies & Services for printing			\$32,500
		TOTAL	\$32,500
MARCHING LUMBERJACKS	\$29,212	\$29,047	\$29,047
Per Diem			\$15,660
Transportation			\$13,387
		TOTAL	\$29,047
MODEL UNITED NATIONS	\$11,250	\$11,700	\$11,700
Registration			\$1,760
Per Diem			\$7,680
Transportation			\$1,810
Supplies & Services for conference materials			\$450
		TOTAL	\$11,700
BUDGET LANGUAGE			
Funds allotted for 4 nights/32 students/\$365 per student. If less than 32 students participate, funds will be reduced proportionately.			
MOD HISPANIC THEATER WORKSHOP	\$2,090	\$0	\$0
Publicity			\$0
Supplies & Services for course production			\$0
		TOTAL	\$0
BUDGET LANGUAGE			
Program did not submit a 2014-15 budget request.			
MUSIC	\$87,103	\$97,260	\$97,260
Registration			\$1,428
Per Diem			\$21,480
Transportation			\$18,982
Publicity			\$5,690
Supplies & Services course materials and production			\$49,680
		TOTAL	\$97,260

PROGRAM NAME	Budget 2013-14	Request 2014-15	Approved 2014-15
MUSIC-JOINT MUSICAL PRODUCTION	\$10,950	\$0	\$0
Supplies & Services for course production			\$0
		TOTAL	\$0
BUDGET LANGUAGE	Program did not submit a 2014-15 budget request.		
OSPREY	\$10,500	\$10,500	\$10,500
Supplies & Services for printing			\$10,500
		TOTAL	\$10,500
POLITICAL ADVOCACY	\$3,680	\$0	\$0
Per Diem			
Transportation			
		TOTAL	\$0
BUDGET LANGUAGE	Program did not submit a 2014-15 budget request.		
RANGE PLANT ID TEAM	\$6,000	\$5,390	\$5,390
Registration			\$1,360
Per Diem			\$2,880
Transportation			\$1,150
		TOTAL	\$5,390
BUDGET LANGUAGE	Funds allotted for 6 nights/8 students/\$675 per student. If less than 6 students participate, funds will be reduced proportionately.		
SAF QUIZ BOWL TEAM	\$6,750	\$6,580	\$6,580
Registration			\$1,050
Per Diem			\$1,800
Transportation			\$3,730
		TOTAL	\$6,580
BUDGET LANGUAGE	Funds allotted for 5 nights/6 students/\$1,095 per student. If less than 6 students participate, funds will be reduced proportionately.		
SOCIAL WORK LOBBY DAYS	\$7,500	\$8,600	\$8,600
Registration			\$2,100
Per Diem			\$4,400
Transportation			\$2,100
		TOTAL	\$8,600
BUDGET LANGUAGE	Funds allotted for 3 nights/25 students/\$344 per student. If less than 25 students participate, funds will be reduced proportionately.		

PROGRAM NAME	Budget 2013-14	Request 2014-15	Approved 2014-15
SPORT CLUBS	\$38,000	\$43,000	\$43,000
Registration			\$8,000
Transportation			\$33,000
Supplies & Services for athletic training materials			\$2,000
		TOTAL	\$43,000
TELEVISION NEWS WORKSHOP	\$2,500	\$2,500	\$2,500
Supplies & Services for course production			\$2,500
		TOTAL	\$2,500
THEATRE, FILM & DANCE	\$72,000	\$72,000	\$72,000
Publicity			\$3,000
Supplies & Services for course production			\$69,000
		TOTAL	\$72,000
THEATRE-ACDFA	\$7,220	\$7,220	\$7,220
Per Diem			\$4,320
Transportation			\$2,900
		TOTAL	\$7,220
BUDGET LANGUAGE			
Funds allotted for 6 nights/12 students/\$601 per student. If less than 12 students participate, funds will be reduced proportionately.			
THEATRE-KCACTF	\$6,305	\$12,600	\$12,600
Per Diem			\$10,800
Transportation			\$1,800
		TOTAL	\$12,600
BUDGET LANGUAGE			
Funds allotted for 6 nights/30 students/\$420 per student. If less than 30 students participate, funds will be reduced proportionately.			
THEATRE-USITT	\$0	\$10,100	\$10,100
Travel			\$7,700
Per Diem			\$2,400
		TOTAL	\$10,100
BUDGET LANGUAGE			
Funds allotted for 4 nights/10 students/\$1,010 per student. If less than 10 students participate, funds will be reduced proportionately.			
THEATRE-HOMAGE TO ALEXANDER	\$15,400	\$0	\$0
Transportation			\$0
		TOTAL	\$0
BUDGET LANGUAGE			
Program did not submit a 2014-15 budget request.			

PROGRAM NAME	Budget 2013-14	Request 2014-15	Approved 2014-15
TOYON	\$3,500	\$3,500	\$3,500
Supplies & Services for printing			\$3,500
		TOTAL	\$3,500
WILDLIFE CONCLAVE-NATIONAL	\$12,825	\$13,950	\$13,950
Registration			\$3,300
Per Diem			\$5,400
Transportation			\$5,250
		TOTAL	\$13,950
BUDGET LANGUAGE-NATIONAL			
Funds allotted for 6 nights/15 students/\$930 per student. If less than 15 students participate, funds will be reduced proportionately.			
WILDLIFE CONCLAVE-REGIONAL	\$14,277	\$15,917	\$15,917
Registration			\$1,125
Per Diem			\$9,900
Transportation			\$4,892
		TOTAL	\$15,917
BUDGET LANGUAGE- WILDLIFE CONCLAVE REGIONAL			
Funds allotted for 11 nights/15 students/\$1,061 per student. If less than 15 students participate, funds will be reduced proportionately.			
UNALLOCATED	\$20,000	\$15,000	\$15,034
		TOTAL	\$15,034
BUDGET LANGUAGE			
Requests for unallocated funds will be reviewed at the end of each semester unless an extenuating circumstance can be demonstrated by the program that it should be considered sooner as determined by the Chair.			
Assistance will be considered in the areas of allowable IRA expenditures including transportation, per diem, supplies and services, registration, and publicity. Funds will be allocated on a matching basis on an amount not to exceed 50% of the total expenditures as demonstrated by receipts. This maximum amount requirement may be amended by a two-thirds (2/3) majority of the IRA Committee.			
BUSINESS/ADMIN SERVICES	\$36,529	\$37,723	\$37,723
TOTAL	\$572,280	\$592,166	\$591,000
REVENUE (FEES & RESERVE ALLOCATION)	\$572,280	\$591,000	\$591,000
OVER/SHORT	\$0	-\$1,166	\$0

IRA FEE REVENUE ASSUMPTIONS PROVIDED BY UNIVERSITY BUDGET OFFICE:

	Fall	Spring	Annual Total
2014-15 Enrollment Forecast			
Headcount	8,496	7,962	8,229
Revenue Budget	\$265,000	\$248,000	\$513,000
Allocation from IRA Reserves			\$78,000
			\$591,000
IRA Fee Per Student	\$32.16	\$32.16	\$64.32

"Spoken for Amount"
 \$16,700 "Spoken for Amount" to be for set-aside for Theatre,
 \$8,100 and Music \$8,600 due to lost revenue from gate
 receipts in exchange for free student admission to events
 per fee referendum effective Fall, 1998. These
 amounts have been included in each programs allocation.

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Instructionally Related Activities (IRA) Funding Guidelines

1. *Guidelines for determining IRA funding*

The IRA fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution.

Activities eligible for IRA funding are limited to those which:

- Are discipline / departmentally-based and sponsored
- Are integrally related to its formal instructional offerings
- Are intensive, structured activities
- Reflect active rather than passive student involvement
- Are considered to be essential to a quality educational program and an important instructional experience
- Demonstrate skills derived from intensive coursework involvement.

The guidelines presented will therefore exclude funding of the following:

- Instructional activities such as field trips, student research projects, course offerings solely tailored to meet IRA requirements, etc.

2. *General Requirements:*

- Students must be regularly matriculated, currently enrolled to receive IRA funds. Non-Students will not be funded.
- Activities (competition and production) to be considered for IRA funding should be the result of a class or classes that are structured with the specific objectives of creating the activity. Exceptions to the course requirement may be made at the discretion of the IRA Committee and approved by the President.
- National or regional competitions that are contingent on qualifying are not funded in the initial budget process. Funding requests for these additional activities may be submitted to the Associated Students Business Office upon qualifying. The IRA Committee will review these requests at the end of each semester.
- Activity must occur during the fiscal year for which the funds were allocated. Activities that occur outside of the fiscal year will not be funded.
- No salaries or wages will be funded.
- Only actual participation in an activity will be funded.
- Per Diem: IRA per diem will fund up to \$60.00 for each night away. There is no split identified for per diem. This is the full amount for food and lodging. Faculty will not be funded for per diem trips.

- Travel: All IRA trips must follow the HSU Field Trip Policy. IRA does not have its own travel policy; University policy only applies. Your HSU department coordinator is responsible for generating the trip requests. Once generated, field trip waiver forms will be created in your students' Student Center. They must "sign" the waiver prior to departing on the trip(s).

It is expected that IRA programs will request funds for the most reasonable and economical form of transportation. If the IRA program uses a more expensive form of transportation it will be reimbursed at the amount required for a less expensive mode of travel.

Vehicles: IRA will fund the rental vehicles and reimbursement for actual gas purchases supported by receipts. You are expected to refuel gas tanks prior to returning rental vehicles to Plant Operations. The vendor usually charges more for fuel. Personal vehicles will only be reimbursed for actual gas expenses supported by receipts

Bus Driver Program Information: The use of any University bus or 15-passenger van includes a driver provided by Plant Operations. This amount will be included in the chargeback/invoice from Plant Operations and is an allowable IRA expense. Contact Plant Operations for driver hourly rate and mileage rate information.

Occasionally IRA programs may need to hire or charter vehicles from private companies. In these situations, the IRA program has the flexibility to hire vehicles where cost may exceed that of state transportation.

- No equipment will be purchased with IRA funds.
- Definition of equipment: Items over \$300.00 or which last over 2 years.
- Requests for publicity funds will not ordinarily be considered.

3. *Evaluation Criteria:*

- Educational benefits of the program
- Identification of student learning outcomes for participants
- Benefits to student community
- Number of students benefiting indirectly
- Number of students participating
- Overall cultural value to the University
- Overall educational value to the University
- Importance to the University as a whole
- Ratio of past and current student participants to the program cost
- Costs in comparison to comparable programs at HSU
- Willingness to attempt to generate income to help support the activity
- Appropriateness of IRA Fee support as opposed to General Fund support
- Maximization of program revenue
- Other sources of funding received by the program area
- Innovation and new ideas
- Continuity
- Cost/benefit ratio

4. Definitions:

Transportation:

- a) car rental, bus / driver rental, charter bus, train, gas
- b) airline tickets
- c) bus drivers (for 15-passenger van and HSU bus)
- d) parking, tolls

Per Diem:

- a) \$60.00 per student per night out for food and lodging

Supplies and Services:

- a) Supplies that support the IRA activity and whose useful life is limited primarily to the activity itself (i.e. sheet music, film, production, programs, costumes, props)
- b) Printing of brochures, programs, publications, posters, announcements, newspaper

Registration:

- a) Conference, Conclave, Competition, Team, School fees

Publicity:

- a) Photocopying, costs for designing and printing brochures, posters, flyers, forms, and other materials related to the specific promotion of the class activity.

5. Travel:

- a) IRA Programs must follow HSU Field Trip Policy
- b) Travel Expense Report and Per Diem Signature Form (both available on the A.S. website) must include dates of travel, destination, mode of travel

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PROCEDURES FOR INSTRUCTIONALLY RELATED ACTIVITIES BUDGETED AREAS

The Associated Students of HSU is the campus agency designated with the responsibility for handling financial and accounting transactions for Instructionally Related Activities fee based programs. That responsibility requires following accounting standards and acceptable business practices that will hold up through an audit of the organization's records. Providing proper documentation for all transactions made through the Associated Students is a standard that cannot be compromised.

All groups that receive funds from the Instructionally Related Activities fee are responsible for maintaining a record keeping system. You will receive a printout on a monthly basis reflecting your account balance and transactions. It is your responsibility to verify your records with the printout. If there is a discrepancy, contact the A.S. Business Office as soon as possible.

In order to submit check requests, purchase orders, etc., the faculty/staff advisor **MUST** have a 2014-15 "Signature Card" (**Example 1**) on file. These "Signature Cards" are available in the A.S. Business Office. If a budget administrator is added or deleted, the "Signature Card" must be updated.

EXPENDITURES

GENERAL GUIDELINES

In compliance with the Chancellor's Office and generally accepted accounting practices, documentation of transactions is required to support all "Check Requests" (**Example 2**). The following guidelines are established to clarify this requirement as it applies to the expenditure of Instructionally Related Activities funds.

Any request for expenditures must be as approved by the Instructionally Related Activities Committee budget language. If you have any questions regarding expenditures do not hesitate to call the A.S. Business Office at ext. 3771.

ACCEPTABLE DOCUMENTATION

- Vendor invoices which detail the merchandise purchased or services rendered
- Signed and dated contracts on business letterhead specifically stating services rendered
- Detailed receipts describing purchase or services rendered and reflecting amount paid
- Gasoline credit card receipts which show # of gallons purchased and unit cost

UNACCEPTABLE DOCUMENTATION

- Vendor's monthly statement - a statement only shows a summary of all the invoice numbers. It is not acceptable because (1) it does not provide information on items purchased or services rendered; (2) it is difficult to determine if some or all of the invoices have been previously paid.
- Cancelled checks, copies of cancelled checks, personal checks
- Credit card slips - not acceptable because detail is not shown on items purchased
- Personal note/memo stating services rendered or items purchased
- Order forms
- Purchase orders
- Any documents that do not clearly reflect amount paid, item purchased or describe services rendered
- Copies of receipts, or copies of invoices - to ensure that original receipt or invoice has not been previously paid
- Packing slips

SALES OR 'USE' TAX

Per California state law, purchases made from out-of-state retailers are subject to 'use' tax and must be reported. The use tax rate for Arcata is 8.25% of the purchase price including handling charges. This differs from California sales tax which is 7.5%. Anything purchased from a State that does not have sales tax must include this 8.25% use tax. While the Associated Students Business Office will calculate this tax, deduct it from your IRA account, and remit it to the state, it is important that you deduct this tax in your program ledgers.

CHECK REQUEST (See Example 2)

CHECK REQUEST REQUIREMENTS

1. A separate check request must be completed for each vendor or individual.
2. All "*Check Requests*" **must** be submitted with proper receipts or original invoices to the A.S. Business Office to be processed (See "Reimbursement Requirements" if the check request is to reimburse an individual).
3. All "*Check Requests*" must include an address for the payee. "*Check Requests*" without an address will not be processed. Checks not picked up within two weeks will be mailed to the address given on the "*Check Request*".
4. If the vendor/payee requires that the invoice be sent with the remittance, be sure to include an additional copy of the invoice so we can retain the original for our records.
5. When paying a vendor, invoices must be listed separately, with invoice numbers, on the "*Check Request*". When reimbursing an individual, receipt amounts may be combined to show only the total amount due per account number.
6. Include a brief description of the expense.
7. See the "Travel" section for details on travel funding.
8. "*Check Requests*" **must** be signed by the faculty/staff advisor and initialed by the requestor before payment will be issued.
9. Retain copy of the check request for your records.

REIMBURSEMENT REQUIREMENTS

1. Request for payment or reimbursement to a program director and/or budget administrator require a "one-up signature" for expenditure of any funds. The "one-up signature" is generally the supervisor of the program director. (For example, the department chair, dean, or director.)
2. Requests for reimbursement to an individual must be processed with original supporting documentation attached.
3. The documentation must clearly describe the nature of the expenditure.
4. Original supporting documentation must be in the form of an invoice or receipt. Photocopied or faxed invoices/receipts will not be processed for payment by the Associated Students. If the original invoices/receipts are lost, special arrangements must be made with the approval of the Associated Students General Manager.

CHECK REQUEST SCHEDULE***

DUE IN A.S. BUSINESS OFFICE

Noon Monday
Noon Wednesday

CHECKS AVAILABLE

Noon Wednesday
Noon Friday

*** Due to the high volume of check requests submitted at the end of the academic year, the following **CHECK REQUEST SCHEDULE** will be effective **MONDAY, APRIL 13, 2015**.

DUE IN A.S. BUSINESS OFFICE

Noon, Monday, April 13
Noon, Wednesday, April 15
Noon, Monday, April 20
Noon, Wednesday, April 22
Noon, Monday, April 27
Noon, Wednesday, April 29
Noon, Monday, May 4

CHECKS AVAILABLE

Noon, Friday, April 17
Noon, Wednesday, April 22
Noon, Friday, April 24
Noon, Wednesday, April 29
Noon, Friday, May 1
Noon, Wednesday, May 6
Noon, Friday, May 8

We will return to our regular check request schedule after this time.

GENERAL INFORMATION

- Checks may be picked up at the University Center Information Desk in the Karshner Lounge or mailed directly to payee. Please indicate on "*Check Requests*" if the check is to be mailed or picked up.
- **Checks will be mailed if not picked up within two weeks of date the check is issued.**
- Checks picked up at the University Center Information Desk may not be released without proper identification.
- Checks will not be available as scheduled if the check requests are not properly completed. The Associated Students Business Office will notify you of any errors. Once you resubmit the corrected check request, the check will be available according to the subsequent scheduled deadline.
- The check request schedule is only in effect while classes are in session. Please check with the A.S. Business Office for holiday and summer schedules.
- Please review the example of a properly completed check request in the following example. Do not hesitate to call the A.S. Business Office at ext. 3771 should you have any questions.

DEPOSIT SLIPS

(See Example 3)

DEPOSIT REQUIREMENTS

1. All checks should be made payable to Associated Students and the IRA program name written on the face of each check. In cases where the check is made payable to the program, endorse the back of check with the program name as shown on check face.
2. The payer's name, local address, driver's license number and/or student I.D. number must be imprinted or written on the check.
3. Do not deposit checks older than six months. Doing so may cause your account to incur bank service charges.
4. All "*Deposit Slips*" must be completely filled out as shown below.

5. Deposits are to be dropped in the depository located on the wall to the right of the University Center Information Counter.
6. Deposits must be securely sealed in the envelopes that will be provided in the A.S. Office. If the deposit is too big for the envelope, place it in a large envelope and attach the small "*Deposit Envelope*" to the outside.
7. The information on the front of the deposit envelope must be filled out completely before putting the deposit in the depository.

PURCHASE ORDERS (See Example 4)

PURCHASE ORDER REQUIREMENTS

1. Purchase Orders are used whenever it is necessary to procure items without prepayment. Purchase Orders have been emailed to you and may now be filled in electronically eliminating the need for the "Purchase Order Request". Submit the completed and signed Purchase Order to the A.S. Business Office. They will then process the purchase order to be issued to the vendor. Please note that Purchase Orders are not valid unless issued a number by the A.S. Business Office and signed by the faculty/staff advisor and the A.S. General Manager.
2. Purchase Orders are issued to vendors as assurance that payment will be remitted for items being ordered/purchased. **Purchase Orders do not reflect as an expenditure on your account until a "Check Request" (Example 2) is submitted for payment.** When you receive the invoice, fill out a "*Check Request*", attach the invoice, and send both to the A. S. Business Office. (Remember - Purchase orders are not acceptable documentation as back-up for a "*Check Request*".)
3. All "*Purchase Order Requests*" **must** be signed by the faculty/staff advisor and adhere to your Instructionally Related Activities budget language.
4. Please allow 24 hours for the A.S. Business Office to complete a Purchase Order from the time it is received in the A.S. Office. Exceptions may be made to "rush" a Purchase Order due to unforeseen circumstances, but requests due to emergency situations should not occur on a regular basis.
5. There must be sufficient funds in the account before the Purchase Order will be issued.

NOTE: The intention of the Instructionally Related Activities fee is to provide support and/or purchase items to be consumed in the same year for which the funds have been allocated. Excess Instructionally Related Activities funds cannot be used to pre-buy for the following year. Therefore, the deadline for Purchase Order Requests to be submitted to the Associated Students Business Office for 2014-15 Instructionally Related Activities funds is Friday, April 17, 2015.

IMPORTANT DEADLINE FOR PURCHASE ORDER REQUESTS:

FRIDAY, APRIL 17, 2015

TRAVEL

All IRA trips must comply with all requirements as set forth by the HSU Field Trip Policy. IRA does not have its own travel policy; University policy **only** applies. These requirements must be fulfilled prior to any travel advances or reimbursements being issued. Your HSU department coordinator can assist you with generating the trip request(s).

The most current forms needed for travel are available on the HSU Forms Page.

If you have any questions regarding this information, please contact Procurement and Risk Management at (707) 826-3312 or the Associated Students Business office at (707) 826-3771.

I.R.A. TRAVEL REIMBURSEMENT REQUIREMENTS

I. R. A. programs that travel must complete and submit an *"Instructionally Related Activities Travel/Personal Expense Report"* (**Example 5**) and if applicable (to receive per diem), a *"Signature Form"* (**Example 6**) to the A. S. Business Office for each trip. If you receive a travel advance these forms must be submitted to the A. S. Business Office **within 10 working days upon returning from the trip.**

Per diem is an allotment for meals and lodging for each student who travels. IRA per diem will fund up to \$60.00 for each night away. (There is no split identified for per diem. This is the full amount allowable for food and lodging. No receipts are required.) Faculty and coaches will not be funded for per diem on trips. To determine the total that you may request as an advance, or that will be reimbursed through a check request, multiply \$60.00/Night X Number of Students X Number of Nights. Requests for per diem may be made one week prior to departure.

Example:	Number of Students in Travel Party	-	12 (Twelve)
	Leave HSU	-	6 A.M. Wednesday
	Return HSU	-	9 P.M. Saturday

(Three nights are spent on this trip - Wednesday, Thursday, and Friday)

Total Per Diem Allowed: 12 students X 3 Nights X \$60.00 = \$2,160.00

Requests for per diem greater than this calculation will not be accepted.

Requests for travel reimbursement must be as approved by the Instructionally Related Activities Committee budget language.

Important note regarding air travel: ***Original airline boarding passes and a detailed itinerary must be submitted with check request.***

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Example 1

2014-15 IRA SIGNATURE CARD		
The following signature(s) are authorized to approve expenditures for the I.R.A. Program listed below:		
IRA Program Name		
Budget Administrator Name _____	Signature _____	
Phone: _____	HSU E-mail: _____	
Budget Administrator Name _____	Signature _____	
Extension: _____	HSU E-mail: _____	
<i>office use only</i>		
Account No. _____	Date _____	General Manager _____



HUMBOLDT

CHECK REQUEST

Associated Students Business Office
1 Harpst Street, Arcata, California 95521 · 707-826-3771

PROGRAM / CLUB: _____

DATE: _____

PAYEE: _____

THIS CHECK IS TO BE:

ADDRESS: _____

_____ MAILED

_____ PICKED UP BY: _____

DESCRIPTION OF EXPENDITURE: _____

REQUESTED BY _____

Program / Club Advisor Certification: I certify that the attached invoices/ receipts are for items received and used for the program as intended.

PEID NO: _____

Signature / Approval

AMOUNT	ACCOUNT NUMBER	ACCOUNT NAME	INVOICE #	INV. DATE	RELATE CODE
TOTAL					

OFFICE USE ONLY

OFFICE COORD. _____ ADMIN VICE PRES. _____ GENERAL MANAGER _____

RECEIPTS:

_____ EXEMPT _____ MORE THAN REQUESTED FOR REIMB.

_____ TO FOLLOW _____ REASON _____

W-9 _____ ON FILE _____ REQUESTED DATE _____ EXEMPT _____

VOUCHED _____ A.B.S. APPROVAL _____

RETAIN COPY FOR YOUR RECORDS!!!

THIS FORM IS ALSO AVAILABLE AT:
www.humboldt.edu/associatedstudents/forms.php

ASSOCIATED STUDENTS DEPOSIT SLIP		
PROGRAM / CLUB: _____	DATE: _____	
ACCOUNT NAME	ACCOUNT #	AMOUNT
_____	-3701	_____
_____	-3701	_____
DESCRIPTION of SOURCE OF FUNDS:		
CASH TOTAL: _____	DEPOSITED BY: _____	
CHECK TOTAL: _____		
DEPOSIT TOTAL: _____		
DO NOT USE THIS FORM FOR DONATIONS		
<i>DONATIONS MUST BE PROCESSED THROUGH THE GIFT PROCESSING CENTER (SBS 285)</i>		
<i>DONATION FORMS ARE AVAILABLE IN THE CLUBS OFFICE AND THE ASSOCIATED STUDENTS OFFICE</i>		
<i>This will enable us to track all gifts and donations received by the Associated Students</i>		
CHECKS MUST BE ENDORSED WITH CLUB NAME		
RETAIN THIRD COPY FOR YOUR RECORDS		
Office Use Only RECEIPT #:		

EXAMPLE OF A PROPERLY COMPLETED DEPOSIT SLIP

ASSOCIATED STUDENTS DEPOSIT SLIP		
PROGRAM / CLUB: Music - MRT	DATE: Oct. 11, 20--	
ACCOUNT NAME	ACCOUNT #	AMOUNT
IRA Expense	5255 -4717	\$95.00
_____	-3701	_____
DESCRIPTION of SOURCE OF FUNDS: Unused portion of of \$300 advance to Professor Bea Song for Oct 6-8 travel.		
CASH TOTAL: \$25.00	DEPOSITED BY: Your Name Here	
CHECK TOTAL: \$70.00		
DEPOSIT TOTAL: \$95.00		
DO NOT USE THIS FORM FOR DONATIONS		
<i>DONATIONS MUST BE PROCESSED THROUGH THE GIFT PROCESSING CENTER (SBS 285)</i>		
<i>DONATION FORMS ARE AVAILABLE IN THE CLUBS OFFICE AND THE ASSOCIATED STUDENTS OFFICE</i>		
<i>This will enable us to track all gifts and donations received by the Associated Students</i>		
CHECKS MUST BE ENDORSED WITH CLUB NAME		
RETAIN THIRD COPY FOR YOUR RECORDS		
Office Use Only RECEIPT #:		



PURCHASE ORDER

THIS PURCHASE ORDER MUST BE PROCESSED THROUGH THE A.S. BUSINESS OFFICE

DATE: _____

Mail invoices to:
Associated Students
 Humboldt State University
 Arcata, California 95521
 (707) 826-3771

NOT VALID WITHOUT AN A.S. ISSUED PO #

NO.
<i>This number must appear on all packages, invoices, etc.</i>

Company	_____
Address	_____
City, State, Zip	_____
Phone	_____
Fax	_____

SHIP TO	
_____	_____
_____	_____
_____	_____
_____	_____

Quantity	Unit	Description	Unit Price	Amount

Account	_____	Subtotal	_____
Line-Item	_____	Tax	_____
Account No.	_____	Shipping	_____
Approved By	_____	Total	_____
DIRECTOR OF ACTIVITY			

GENERAL MANAGER
NOT VALID WITHOUT G.M.'S SIGNATURE!!

Copies to: A.S. Business Office, Director of Activity, HSU Shipping and Receiving

INVALID IF NOT INVOICED WITHIN SIX (6) MONTHS

**INSTRUCTIONALLY RELATED ACTIVITIES
TRAVEL / PERSONAL EXPENSE REPORT**

TRAVELER/GROUP LEADER: _____ DATE: _____

DEPARTURE DATE: _____ TIME: _____ RETURN DATE: _____ TIME: _____

DESTINATION: _____

PURPOSE OF TRIP OR EXPENDITURE: _____

NUMBER IN PARTY: _____ ACCT. TO BE CHARGED: _____

EXPENSES:

TRANSPORTATION (RECEIPTS REQUIRED)

Flights _____

Auto Rentals _____

Gas _____

Parking/Tolls _____

Check here _____ if state van or bus was used

PER DIEM (Meals and Lodging – Not to exceed \$60.00 per night). A completed IRA Signature Form must be attached.

MISCELLANEOUS (RECEIPTS REQUIRED)

TOTAL SPENT \$ _____

LESS AMOUNT ADVANCED (if applicable) _____

AMOUNT RETURNED (deposit attached) OR _____

TOTAL DUE CLAIMANT \$ _____

AMOUNT OF REIMBURSEMENT IF IRA ACCOUNT BALANCE IS LESS THAN TOTAL DUE CLAIMANT _____

PAYEE'S SIGNATURE _____ **DATE** _____

ASSOCIATED STUDENTS OFFICE USE ONLY

REVIEWED BY _____ **DATE** _____

GENERAL MANAGER'S APPROVAL _____ **DATE** _____

COMMENTS:

(Back page of Example 5, Travel / Personal Expense Report Form)

GENERAL GUIDELINES
(with important deadline information)

For travel, an exception may be made to release a check in advance of necessary documentation (examples: advance hotel/motel, booking, conference travel, etc.). In such cases, a check request will be kept by the Associated Students Business Office in a "HOLD" file awaiting the documentation. A Travel / Personal Expense Report must then be turned in within **10 working days** of returning from the trip or participating in the event. **Further funds may be held pending receipt of this report.**

UNACCEPTABLE DOCUMENTATION

For reimbursement purposes, the following are unacceptable as supporting documentation on their own:

- Canceled personal checks
- Check copies
- Restaurant monthly statements
- Credit card slips...***the only exceptions are gasoline receipts showing number of gallons and unit cost***
- Personal note/memo stating services were rendered or supplies were purchased (except as noted below)

ALTERNATIVE DOCUMENTATION FOR CONFERENCE FEES

For conference or event registration fees, a memo from the sponsoring organization can be accepted if it contains all of the following:

- On letterhead of sponsoring organization
- Amount of fees received
- Name and date of event for which fees were paid
- Name of person (if applicable) paying the fees
- Signature, printed name and phone number of person receiving the fees

INSTRUCTIONALLY RELATED ACTIVITIES SIGNATURE FORM

DATE: _____ NAME OF PROGRAM: _____

ACCOUNT NUMBER: _____

We the undersigned acknowledge we have received or are eligible to receive \$_____ Per Diem for food and/or lodging (or the equivalent of up to \$60.00 per night per diem) for the Instructionally Related Activities event described below:

Event: _____

Destination: _____

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

PLEASE PRINT LEGIBLE

****The above section must be completed in its entirety for the signature section to be valid****

NAME	SIGNATURE	STUDENT ID #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

For further information regarding per diem, please contact the Associated Students Business Office at 826-3771

****ATTACH ADDITIONAL SHEETS IF NECESSARY****

OFFICE USE ONLY

ACCOUNT NUMBER: _____

Number of Students
Verified: _____

REVIEWED BY: _____

