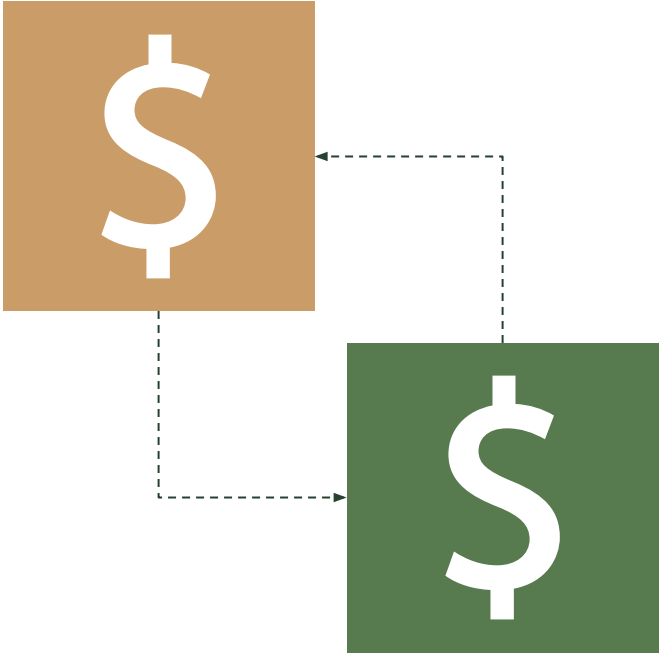


# Finance and Travel

Organization Support Crew



# **Main Point of Contact**

**Abby Zimmerman**  
**Executive Commissioner of**  
**Finance Tier 2**

[ndsu.sg.finance@ndsu.edu](mailto:ndsu.sg.finance@ndsu.edu)

# Fundable vs Non-fundable

## Fundable

- Uniforms every 3 years (unless changes in league requirement)
- Referees
- Individual or team dues
- Required coaches
- Storage costs for equipment

## Non-Fundable

- Food and Drink
- Prizes/awards
- Charitable donations
- Giveaways
- Any good or service that is offered for a free or reduced price through the University
- Non-transferable equipment

# Standard Operating Expense (SOE)

- A maximum of \$50 given to each eligible student organization, including temporary
- The money can be used for
  - Programming events
  - Advertising
  - Website costs
  - Displays
  - Postage
  - Office Supplies
- This money may not be used in conjunction with any other line item
- Not subject to CSO deductions

# CSO Funding Requirements

Student Government will fund up to 70% of line items

Funding past this point is up to the organization. Fundraising, Dues, Department Support are a few common ways to increase funding

CSO Standing	% Funded by Student Government
5	70%
4	67%
3	60%
2 or Lower	Not eligible for funding
Temporary	50%

# Equipment

## Transferable vs Consumable

- Transferable - any equipment that can be transferred between members and continue to uphold its intended purpose (ex. uniforms)
- Consumable - equipment that is for one-time use or will have a life of less than one year (ex. earplugs for the shooting range)
- Transferable Equipment can be requested every 3 years
- The Finance Commission will recommend “reasonable” funding for all equipment
  - “Reasonable” funding - not falling within a luxury price
- All equipment must be stored in a convenient secure location where access is available to all members of the organization

# Travel

## How travel is calculated

- Transportation expenses are recommended by the commission based on calculating round-trip distance multiplied by a set mileage rate per vehicle, and the number of days for the trip multiplied by the rental rate for each vehicle
- Lodging is calculated by the government standard rate for a stay in the specified city

## How you can use the funding

- Funding can be used toward any means related to travel lodging (hotels, rental cars, airfare, gas, etc.) that are the most prudent and economical means of travel
- If you are renting a car, it must be through an established company, I can give you the Enterprise code for the NDSU rate
- Must fill out the Student Organization Travel Notification form at least 2 weeks in advance
  - Found on MyNDSU under forms

# Forms

## FY 2023 Annual Budget - Non-Competitive Organization

[CSO Recognized Organizational Name]

Fill Out **YELLOW** Highlighted Sections **ONLY**

### General Information

Organization Name: Bridges International  
 Advisor:   
 Budget Preparer:   
 Email:   
 Phone Number:   
 Bank Name: US Bank

### Travel Information

Event Title: Vision Conference  
 Event Location (City State): Denver, Colorado  
 Event Date(s): December 28th 2022 - January 1st 2023  
 Start Time: 2pm  
 Registration Cost: \$300.00  
 Members Required to Attend: 7  
 # of Meals Included: Total Breakfast(s) + Lunch(es) + Dinner(s) = 6

### Additional Requests

List Additional (NON-Travel/Lodging/Registration) Requests Below	List Requested Amount(s)
Standard Operating Expenses	\$50.00
Picnic Blanket (*3)	\$86.85
Paper Cups (*10)	\$29.90
Paper Plates (*10)	\$35.90
Frisbee (*5)	\$39.95

..... Continue to 'Events' Beneath .....

## ITEMS WITHIN THE RED BORDERED AREA ARE FOR USE OF STUDENT GOVERNMENT OFFICE OF FINANCE ONLY

### Budget Information

CSO Status at Budgetting: 5 **Comments:**   
 Members Calculated At: 7  
 Budget Dockage:   
 Budget Hearing Attendance:   
 Number of Days Late:   
 Percent of Budget Spent: 0.00% **Supplier ID:**

Budget	Finance Comm. Recommendation	Senate/Final Amount	Disbursement Amount	Remaining Amount in
Operating Expenses	\$ 50.00	\$ 50.00	\$ -	\$ 50.00
Cumulative Travel & Lodging	\$ 2,347.00	\$ 2,347.00	\$ -	\$ 2,347.00
Cumulative Registration	\$ 1,169.00	\$ 1,169.00	\$ -	\$ 1,169.00
Standard Operating Expenses	\$ -	\$ -	\$ -	\$ -
Picnic Blanket (*3)	\$ -	\$ -	\$ -	\$ -
Paper Cups (*10)	\$ -	\$ -	\$ -	\$ -
Frisbee (*5)	\$ -	\$ -	\$ -	\$ -
#REF!	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ 3,566.00	\$ 3,566.00	\$ -	\$ 3,566.00

## FY 2023 Annual Budget - Competitive Organization

[CSO Recognized Organizational Name]

Fill Out **YELLOW** Highlighted Sections **ONLY**

### General Information

Organization Name: Womens Hockey Club  
 Advisor:   
 Budget Preparer:   
 Email:   
 Phone Number:   
 Bank Name:

### Competition Information

- Located Under 'Events' Beneath

### Additional Requests

List Additional (NON-Travel/Lodging/Registration) Requests Below	List Requested Amount(s)
Ice Time(181.25x2)x23 +(181.25x11)+(362.5x2)x6	\$ 14,681.00
ACHA Fee	\$1,200
Coaching Salary	\$3,750
Referees	\$2,550

..... Continue to 'Events' Beneath .....

## ITEMS WITHIN THE RED BORDERED AREA ARE FOR USE OF STUDENT GOVERNMENT OFFICE OF FINANCE ONLY

### Budget Information

CSO Status at Budgetting: 5 **Comments:**   
 Members Calculated At: 17  
 Budget Dockage:   
 Budget Hearing Attendance:   
 Number of Days Late:   
 Percent of Budget Spent: 0.00% **Supplier ID:**

Budget	Finance Comm. Recommendation	Senate/Final Amount	Disbursement Amount	Remaining Amount in
Operating Expenses	\$ -	\$ -	\$ -	\$ -
Cumulative Travel & Lodging	\$ 11,115.00	\$ 11,115.00	\$ -	\$ 11,115.00
Cumulative Registration	\$ -	\$ -	\$ -	\$ -
Ice Time(181.25x2)x23 +(181.25x11)+(362.5x2)x6	\$ 8,635.00	\$ 8,635.00	\$ -	\$ 8,635.00
ACHA Fee	\$ 840.00	\$ 840.00	\$ -	\$ 840.00
Coaching Salary	\$ 2,625.00	\$ 2,625.00	\$ -	\$ 2,625.00
Referees	\$ 1,785.00	\$ 1,785.00	\$ -	\$ 1,785.00
Additional Request 5	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00

### Competitive Events

**Event 1 Title:** Away at Bottineau  
 Event Location (City State): Bottineau ND  
 Event Date(s): 10/2/2022 - 10/3/2022  
 Start Time: 7:00 PM  
 Registration Cost:   
 Members Required to Attend: Full Team  
 # of Meals Included: Total Breakfast(s) + Lunch(es) + Dinner(s) =

**Event 2 Title:** Away at Duluth  
 Event Location (City State): Duluth, MN  
 Event Date(s): 10/16/2022 - 10/17/2022  
 Start Time: 7:00 PM  
 Registration Cost:   
 Members Required to Attend: Full Team  
 # of Meals Included: Total Breakfast(s) + Lunch(es) + Dinner(s) =

**Event 3 Title:** Away at Midland  
 Event Location (City State): Fremont, NE  
 Event Date(s): 1/15/2022 - 1/16/2022  
 Start Time: 5:00 PM  
 Registration Cost:   
 Members Required to Attend: Full Team  
 # of Meals Included: Total Breakfast(s) + Lunch(es) + Dinner(s) =

**Event 4 Title:** Away at Assiniboine  
 Event Location (City State): Brandon, Manitoba CA  
 Event Date(s): 1/29/2023 - 1/30/2023  
 Start Time: 7:00 PM  
 Registration Cost:   
 Members Required to Attend: Full Team  
 # of Meals Included: Total Breakfast(s) + Lunch(es) + Dinner(s) =

**Event 5 Title:** Away at Lakehead  
 Event Location (City State): Thunderbay, Ontario CA  
 Event Date(s): 2/12/2023 - 2/13/2023  
 Start Time: 7:00 PM  
 Registration Cost:   
 Members Required to Attend: Full Team  
 # of Meals Included: Total Breakfast(s) + Lunch(es) + Dinner(s) =

**Event 6 Title:** Away at Lacrosse  
 Event Location (City State): Lacrosse, WI  
 Event Date(s): 2/26/2023 - 2/27/2023  
 Start Time: 7:00 PM  
 Registration Cost:   
 Members Required to Attend: Full Team  
 # of Meals Included: Total Breakfast(s) + Lunch(es) + Dinner(s) =

**Event 7 Title:** Away at Iowa State  
 Event Location (City State): Ames, Iowa  
 Event Date(s): 3/5/2023 - 3/6/2023  
 Start Time: 7:00 PM  
 Registration Cost:   
 Members Required to Attend: Full Team  
 # of Meals Included: Total Breakfast(s) + Lunch(es) + Dinner(s) =

**Event 8 Title:** HOME vs. Bottineau  
 Event Location (City State): Bottineau, ND  
 Event Date(s): 10/22/2022 - 10/23/2022



# Important Info

- Budgets are due the first friday of second semester, **January 12th**
- If you are requesting more the SOE you need to have a member present at your budgeting meeting to defend your budget
- Meetings will take place at the end of January
- **You need to submit proof of cost for each item you are requesting except travel expenses**
- **Must have proof of bank account (voided check) submitted along with budget**

# What to expect at a Budgeting Meeting

- Meetings will be held in the Meinecke Board Room
  - Behind the Caribou in the Union
- Competitive organizations will receive 20 min, non-competitive organizations will receive 15 min
- Please wait outside and someone will come and grab you when the commission is ready
- We will ask you a few questions about your club and what you are requesting funding for as well as complete some calculations
- The commission will discuss what they want to fund and motion it
- You are on your way!