



PROOF OF PAYMENT POLICY
STUDENT ORGANIZATION FUNDING COMMITTEE
UNIVERSITY OF MICHIGAN CENTRAL STUDENT GOVERNMENT

Effective 2020-03-16

SOFC allocates funds on a reimbursement basis. Registered student organizations (RSOs) must submit valid proof of payment in order to claim awarded funds via reimbursement. All funds are transferred directly to the RSOs SOAS account. All proof of payment considered for reimbursement must be submitted prior to the proof of payment deadline associated with the specific application wave. **All reimbursements are contingent upon the submission of valid receipts that are consistent with items outlined by the RSO in the approved funding application.**

PLEASE NOTE

Failure to provide proof of payment (1) that is consistent with valid criteria and (2) by the appropriate deadline results in forfeiture of the entire funding award and any subsequent reimbursement, regardless of grant size, expenses incurred, or any other RSO specific circumstances.

NOTICE ON COVID-19

The rapidly evolving COVID-19 situation has dramatically affected campus life. As such, we expect that many student organizations will be modifying or cancelling their events and functions for the remainder of the winter semester. At this time, SOFC intends to maintain our Winter 2020 funding schedule, including Waves 7, 8, and 9. However, given the extenuating circumstances this presents, we are evaluating our policies to better serve you during this difficult time. Changes related to the Proof of Payment Policy can be found at the end of this document. Office hours remain available at the same times via Google Meet. Please email csgfunding@umich.edu or schedule a 10-minute [office hour](#) slot if you have any questions or concerns about funding for the remainder of the Winter 2020 semester.

VALID PROOF OF PAYMENT CRITERIA

(Must include all of the following to be accepted)

- Date
- Vendor or Payee
- Payment Method
- Total (itemized when applicable)
- Transaction ID (for checks: proof of deposit)

INVALID PROOF OF PAYMENT EXAMPLES

(Must not classify as any of the following)

- Direct cash transfers or money orders
- Venmo, Paypal, and other payment application transfers
- Unpaid quotes, estimates or invoices



- Unpaid confirmation of reservation or booking

DISCLAIMER

When claiming funding for partial amounts on a receipt, RSOs must clearly identify the amounts for which reimbursement is being requested. Please highlight these amounts in ink or digitally before uploading documentation to this form. If the entirety of a receipt is being claimed for reimbursement, explicit identification is not required. Failure to perform this step, when necessary, may result in forfeiture of funding, regardless of the amount SOFC initially awarded.

SEMESTER CLAIM LIMIT

RSOs are permitted to claim a maximum of \$10,000 in SOFC funding in any given semester. NOTE: RSOs can request an aggregate amount across all waves in excess of \$10,000. A request will be thoroughly reviewed and highly unlikely to equal the eventual award amount. Moreover, an award is not the same as a claim. An award represents the total amount in dollars for which a student organization is granted. A claim may be equal to or less than the award amount in accordance with the proof of payment documentation submitted. If and when the \$10,000 claim limit is reached, RSOs cannot apply for additional SOFC funding until the succeeding semester. Offenses to this policy will be addressed with appropriate action, including, but not limited to, suspension from future funding waves for a term proposed by the SOFC Executive team and voted on by the entire SOFC Committee via roll-call.

FUNDABLE PERIOD (FALL 2019)

SOFC policy allows for the reimbursement of student organization expenses dependent on when the specific expenses are incurred, not when the related event/function took place.

For the fall 2019 funding period, SOFC will accept proof of payment documentation with dates beginning Tuesday, September 3rd, 2019 and ending Wednesday, November, 27th, 2019. Except for in cases of extenuating circumstances, SOFC cannot fund expenses dated before or after this window during fall 2019. Expenses dated Thursday, November 28th, 2019 and later are eligible for winter 2020 funding, which will begin in mid-January 2020. Questions about the fundable period or inquiries regarding extenuating circumstances should be addressed to SOFC Office Hours. The [Office Hours schedule](https://www.csg.umich.edu/office-hours) is available on the SOFC website, at <https://www.csg.umich.edu/office-hours>.

FUNDABLE PERIOD (WINTER 2020)

SOFC policy allows for the reimbursement of student organization expenses dependent on when the specific expenses are incurred, not when the related event/function took place.

For the Winter 2020 funding period, SOFC will accept proof of payment documentation with dates beginning Thursday, November, 28th, 2019 and ending Wednesday, April 21st, 2020. Except for in cases of extenuating circumstances, SOFC cannot fund expenses dated before or after this window during Winter 2020. Expenses dated Wednesday, April 21st, 2020 and later are eligible for summer assembly funding. Questions about the fundable period or inquiries regarding extenuating



circumstances should be addressed to SOFC Office Hours. The [Office Hours schedule](#) is available on the SOFC website, at <https://www.csg.umich.edu/office-hours>.

MILEAGE POLICY

Transportation related expenses incurred with a private or non-university rented vehicle (i.e., gasoline, highway tolls, parking, etc.), may only be reimbursed up to \$0.58 per mile. All proof of payment (gas receipts) must still be submitted in addition to a map (i.e Google Maps) depicting the route taken and total distance travelled.

DOCUMENTATION FORMAT

SOFC requires all Proof of Purchase documentation to be submitted online as a single PDF file. Please carefully merge all receipts before uploading the file to the form. Furthermore, Proof of Purchase documentation must be submitted using the following file name format: "Student Org Name_Project Grant Code_Wave X Receipt." Please be certain to replace "X" with the proper Wave # for which reimbursement is being requested. Failure to adhere to this submission format may result in forfeiture of funding, regardless of the amount SOFC initially awarded.

RECEIPT EXTENSION

If your organization has any extenuating circumstances that would prevent you from submitting proof of payment by the date listed on the schedule, email us at csgfunding@umich.edu before the deadline to describe your situation and request that a receipt extension is considered. Extension requests will not be considered if they are sent after the proof of payment deadline. Please make the subject of the email "Student Organization Name_ Receipt Extension Request_ Wave #." Only one extension per organization will be permitted each semester and no receipt extensions will be granted for Wave 9.

POLICY CHANGES FOR WINTER 2020 (WAVES 6-9) ONLY

Claiming Funds for Non-Refundable Expenses Related to Cancelled Events

Given the extenuating circumstances presented by the COVID-19 pandemic, many student organizations faced the difficult decision to cancel their remaining events scheduled for the winter semester. In cases where expenses related to a cancelled event were already paid for and cannot be refunded, SOFC will reimburse these expenses with valid documentation according to our [Proof of Payment](#) guidelines. This policy change applies only to expenses that are "non-refundable" and have already been incurred. Without valid receipt documentation, we cannot reimburse expenses related to cancelled events.

Using Awarded Funds for Expenses Not Applied for in Original Application

SOFC cannot reimburse student organizations for expenses not explicitly outlined in the "Individual Expenses" section of the SOFC Funding Application. This is consistent with the policy prior to the COVID-19 outbreak. However, organizations are encouraged to apply in Waves 7, 8, and 9 and can use these funding waves to apply for expenses not outlined in earlier waves this semester. Any



funds not claimed with valid receipts by the respective deadline (consolidated to April 22nd for Waves 7, 8, and 9) will be subject to forfeiture per the Proof of Payment policy.

Consolidated Proof of Payment Deadline for Waves 7, 8, and 9

In an effort to simplify the funding process for student organizations and expedite reimbursements, SOFC has elected to consolidate the Proof of Payment deadline for Waves 7, 8, and 9 to April 22, 2020 at 5pm EST. The funding schedule available on the SOFC website (csg.umich.edu/funding) has been updated to reflect this change. The previously posted deadlines for Waves 7, 8, and 9 are not being enforced. The updated schedule reflecting these modifications is attached below.

Wave	Application Opens	Application Closes	Decisions Released	Appeal Request	Proof of Payment
6	Wednesday, February 19	Wednesday, March 11	Monday, March 16	Wednesday, March 18	Wednesday, Apr. 1
7	Wednesday, March 11	Wednesday, March 18	Monday, March 23	Wednesday, March 25	Wednesday, Apr. 22
8	Wednesday, March 18	Wednesday, March 25	Monday, March 30	Wednesday, April 1	
9	Wednesday, March 25	Wednesday, April 1	Monday, April 6	Wednesday, April 8	

Questions About COVID-19 Policy Changes and Implications for Funding

Questions about this temporary modification to the funding criteria or how the situation affects funding opportunities should be addressed to csgfunding@umich.edu or discussed with a SOFC representative in [office hours](#).