

INDIVIDUAL FUNDING

Stella Yang

SGA Treasurer

August 2018

Accessing the Form

1. Read our funding guideline information on our SGA page on the WSU Website, or go to https://www.wichita.edu/student_life/sga/Individual_Funding_.php
2. Go to <https://wichita.campuslabs.com/engage/> and login.
3. Once you login, scroll down and in the bottom right hand corner click "Campus Links." Click "Campus Budgeting System."
4. Click My Budget Requests >> Create Request >> For Individuals >> Fall 2018 Individual Funding

Filling out the Forms

5. Request Tab: Please state your first and last name and the conference you will be attending in the Request Title. Example: SGA Treasurer – SGA Conference
6. Additional Information Section: Please complete sections 1-3
7. Complete the File Upload as specified at the bottom of Section 2: Conference Information. Your request will not be considered until both forms are submitted
8. Budget Tab: Please complete the itemized budget section with either domestic or international travel information
9. Ensure the direct deposit information is accurate on myWSU>>myFinances>>Direct Deposit

Finishing the Funding Process

1. The finished documents will go to the Treasurer to review for completion of documents
2. Once the Treasurer has reviewed the request, if approved the requestor will meet with the Budget and Finance Committee to discuss the funding request
3. After the Budget and Finance Committee approves the funding, the final vote will go to the Senate 1 week later, and the Senate will approve or deny the funding
4. After funding has been approved, the individual will travel, and once returned from travel, receipts must be submitted within 7 business days (unless documents were received by the Treasurer before travel), otherwise the individual forfeits funding
5. The Treasurer will process the funding request and Financial Operations will reimburse the individual's account

STEP-BY-STEP INSTRUCTIONS INDIVIDUAL FUNDING

Stella Yang

SGA Treasurer

August 2018



Individual Funding

IN THIS SECTION ▾

Go to our SGA Page on the WSU website and read all rules and regulations

One of SGA's primary charges is to enhance the educational, social, and cultural experiences of the members of the Association. Each year, SGA allocates student fees for undergraduate and graduate students traveling to conferences to present research or advance their knowledge in a way that benefits the student and WSU.

Applications must be completed and submitted in ShockerSync at least 45 days before departure for travel.

Please keep in mind that SGA receives a high volume of funding requests. Once an individual funding application has been submitted to SGA and reviewed by the SGA Treasurer, the applicant must meet with the Budget and Finance Committee to discuss the merits of the request. These meetings are held on Wednesdays at 5:30 p.m.

Applications are either approved and recommended to Senate the next week for final approval or denial, or denied by a consensus of the committee members.

The **earliest** that individuals will be notified that their funding request has been approved or denied will be during the second full senate meeting in August.

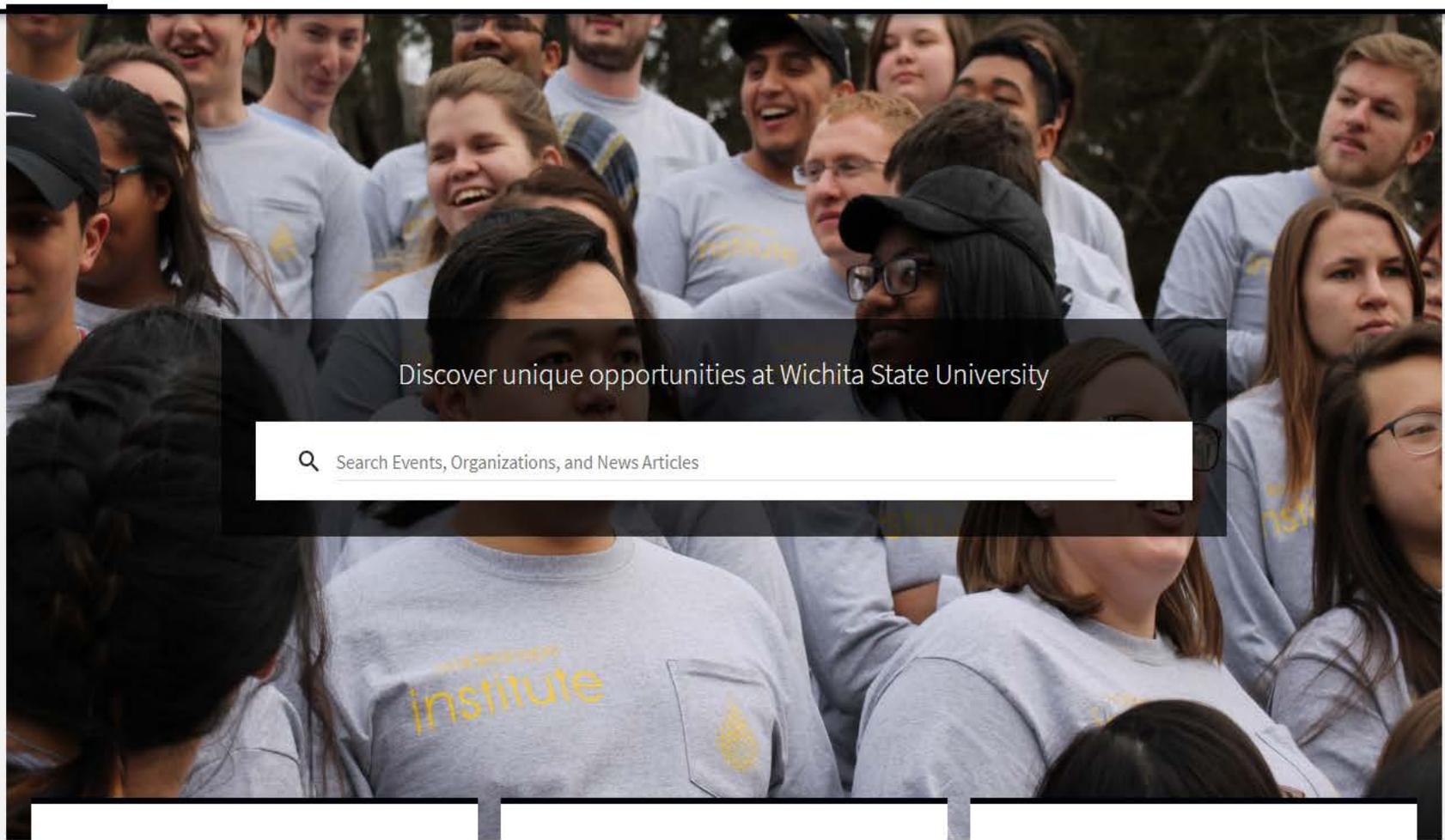
The individual funding process is outlined in S027 of the Legislative Journal, the Association's Funding Act. Below is a link for reference.

[Association Funding Regulations Reference Section 1](#)

Key Guidelines for Individual Funding:

- Funding shall be reserved for students presenting papers, plays, or other projects or representing the university at a scholarly event.
- An individual may be eligible for funding once a fiscal year, with the fiscal year being defined as July 1st through June 30th.
- The Association shall fund a maximum of four individuals to attend any one conference, play, or any other event.
- No funds shall be allocated for:
 - Recreational activities
 - Publication costs
 - Food

The total reimbursement for individual travel shall not exceed the actual expenses incurred and correctly-documented, funded expenses.

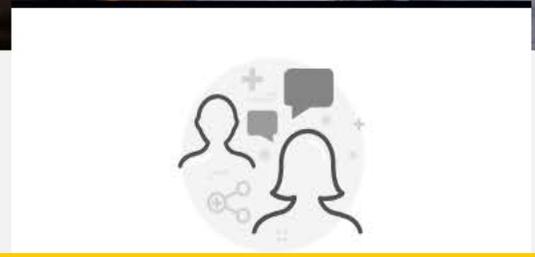


Discover unique opportunities at Wichita State University

🔍 Search Events, Organizations, and News Articles



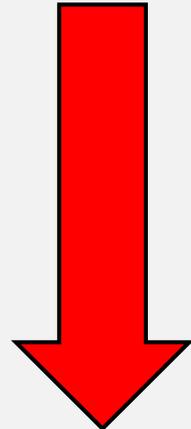
Go to ShockerSync and Sign In



Explore Wichita State University

🔍 Search Events, Organizations, and News Articles

After you sign in,
scroll down

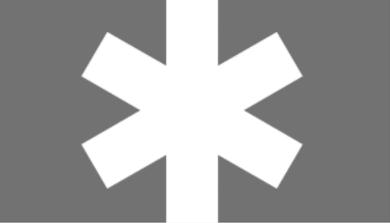
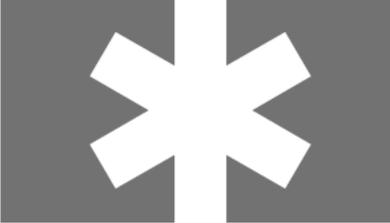
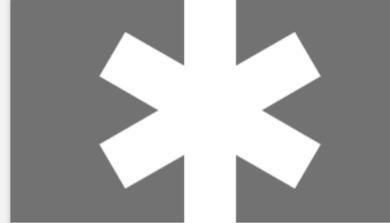


My Memberships

- A** Asian Student Conference
- B** Barton School Dean's Ambassadors
- M** Minorities and Philosophy
- P** Pre-Law Student Association
- G** Student Government Association
-  Student Involvement

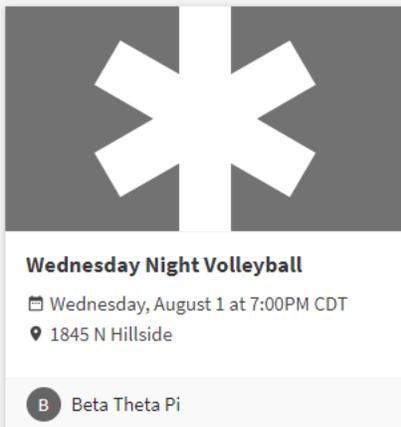
Events

[VIEW ALL EVENTS](#)

- 
Wednesday Night Volleyball
📅 Wednesday, August 1 at 7:00PM CDT
📍 1845 N Hillside
B Beta Theta Pi
- 
Panhellenic Recruitment Registra...
📅 Tuesday, July 10 at 12:00PM CDT
📍 Omega Court
 Panhellenic Council
- 
Wednesday Night Volleyball
📅 Wednesday, August 8 at 7:00PM CDT
📍 1845 N Hillside
B Beta Theta Pi
- 
Wednesday Night Volleyball
📅 Wednesday, August 15 at 7:00PM CDT
📍 1845 N Hillside
B Beta Theta Pi

Events

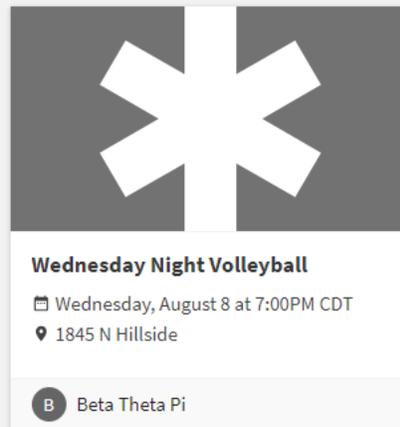
[VIEW ALL EVENTS](#)



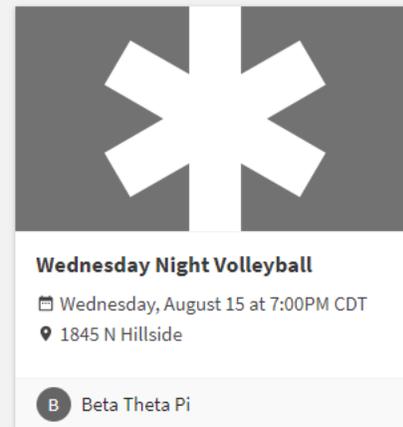
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 Beta Theta Pi

Latest News



ATTENTION RSO POLICY UPDATE
Welcome to Wichita State and ShockerSync!
Saturday, April 7
Posted by Gabriel Fonseca for Student Involvement
Greetings from Student Involvement

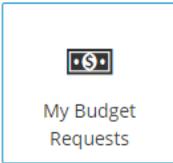
Campus Links

- [Campus Budgeting System](#) 
- [Student Involvement](#) 
- [Student Government Association](#) 
- [Office of Diversity and Inclusion](#) 
- [Handshake: Career Development](#) 
- [volunteerICT](#) 



Click Campus Budgeting System to access the Individual Funding Form

Budgeting System BETA



My Budget
Requests

The button features a dark blue border and a dark blue icon of a dollar sign with a vertical line through it, representing a budget.

Requests
To Review

The button features a light blue border and a dark blue icon of three stacked horizontal lines, representing a list or review process.

Requests

[+ Create Request](#)

Click here to create a new request

This is where you can view the requests you have submitted, either individual or organization



	Request Name	On Behalf Of	Process	Submitted	Amount
	Stella Yang - Conference	Self	Fall 2018 Individual Funding		\$3,000
	Stella Yang - Conference 2	Self	Fall 2018 Individual Funding		\$0,000
	Stella Yang - SGA Conference	Self	Fall 2018 Individual Funding		\$202,000
	Stella Yang - Treasurer Conference	Self	Fall 2018 Individual Funding-2		\$100,000
	syang - conference	Self	Fall 2018 Individual Funding		\$300,000
	test 4 modified 1 budget template	Self	Fall 2018 Individual Funding	7/10/2018, 4:23PM	\$301,000
	test2	Self	Fall 2018 Individual Funding	7/26/2018, 4:15PM	\$157,000

Total Items: 7

Page Size:   / 1  

Create New Request

For Organizations For Individuals



Click on the "For Individuals" tab for individual funding, and then the appropriate semester's form

Select a Process or Budget to Start Your Request

Fall 2018 Individual Funding
AVAILABLE FROM 8/6/18 8:00 AM TO 12/5/18 11:55 PM

Cancel

Request: Fall 2018 Individual Funding

BUDGET: Individual Funding

Request

⚠ Additional Information

Budget

Submitter

Stella Yang

*** Request Title**

First Name Last Name - Conference Name

Description

Finish Later

Next >

Request title should include first name, last name and conference name.
Description is not required.

BUDGET: Individual Funding

Request **Additional Information** Budget

Stella Yang - Conference 2

Contact Information

Fill out all relevant information, and be sure to correctly select the college you're in

* Name (First Name and Last Name)

SGA Treasurer

* Phone Number

3169787062

* myWSU ID

sgatreasurer123

* Email Address (please insert your preferred email address)

sgatreasurer@wichita.edu

* College

(If in Honors College or Graduate School, please select your primary College as well)

- College of Applied Studies
- College of Business
- College of Engineering
- College of Fine Arts
- College of Health Professions
- College of Liberal Arts and Sciences
- Graduate School
- Honors College

* Phone Number

3169787062

* myWSU ID

sgatreasurer123

* Email Address (please insert your preferred email address)

sgatreasurer@wichita.edu

* College

(If in Honors College or Graduate School, please select your primary College as well)

- College of Applied Studies
- College of Business
- College of Engineering
- College of Fine Arts
- College of Health Professions
- College of Liberal Arts and Sciences
- Graduate School
- Honors College

* Are you currently a University employee on campus (this includes student worker, work-study student, or graduate teaching/staff assistant, etc.)?

- Yes
- No

Finish Later

Next >

Request: Fall 2018 Individual Funding

BUDGET: Individual Funding

Request **Additional Information** Budget

First Name Last Name - Conference Name Conference Information

Provide a brief, 2-3 sentence description about the conference and your role in it.

* Please provide a brief explanation of the travel and include the name of the conference and your reason for attending.

I am presenting a paper and a poster at the National SGA Conference. This conference is a good way to meet other SGA Members and we yell "go shocks" every hour, on the hour.

* Destination

(Domestic Travel: City, State)
(International Travel: City, Country)

Wichita, KS

* Conference Dates

10/10/18-10/11/18

* Dates of Travel

10/9/18-10/12/18

* Mode of Travel

Dates of Travel

10/9/18-10/12/18

* Mode of Travel (Please specify all those that apply)

- Air
- Personal Vehicle
- Rental Vehicle
- Other

Uber to and from hotel to airport

State all relevant transportation methods.

* Are you receiving or have you applied for any funding from other departments or sources? If yes, you must provide the department contact name, email and amount received.

Yes

Yes, applied for funding from the Physics Department for \$100. PENDING, will find out in a week. Gabriel Fonseca, 316-978-7067

No

Be specific about other funding sources, and be sure to include if it's pending or not and the relevant contact information.

File Upload

In addition to completing this application, please click the link below to upload all required documents to complete your individual funding request. Please note that failure to upload your request will result in your funding application being delayed for review.

[Individual Funding Supplemental Questions](#)

Once completed, please hit next below.



Click the final upload link before you click next. File uploading is **not** optional.

Finish Later

< Previous

Next >

Fall 2018 Individual Funding Supplemental Questions

* Name:

SGA Treasurer

* myWSU ID:

sgatreasurer124

* Email:

sgatreasurer@wichita.edu

Please upload these files to be submitted along with your funding request. Funding requests will not be considered until BOTH the Fall 2018 Individual Funding forms and this form are completed.

* Letter of Recommendation

UPLOAD FILE

* Letter of Acceptance to Conference (if unavailable, please contact sgatreasurer@wichita.edu)

UPLOAD FILE

* Conference Description (can be typed in a Word document, or can be PDFs from conference website containing the description of conference)

UPLOAD FILE

* Proof of Registration Costs

UPLOAD FILE

FOR CAR TRAVEL ONLY

Proof of Roundtrip mileage costs (can be an online map resource, like GoogleMaps)

UPLOAD FILE



* Letter of Acceptance to Conference (if unavailable, please contact sgatreasurer@wichita.edu)

Screenshot_(4).png

UPLOAD FILE

* Conference Description (can be typed in a Word document, or can be PDFs from conference website containing the description of conference)

UPLOAD FILE

* Proof of Registration Costs

UPLOAD FILE

FOR CAR TRAVEL ONLY

Proof of Roundtrip mileage costs (can be an online map resource, like GoogleMaps)

UPLOAD FILE

FOR AIR TRAVEL ONLY

Flight Itinerary

UPLOAD FILE

* University Sanctioned Travel Form

UPLOAD FILE

* W-9 or W-8BEN (W-8BEN is for international students)

UPLOAD FILE

Additional files you would like to submit

UPLOAD FILE

Your request must include:

- Letter of recommendation
- Letter of acceptance to conference
- Conference description
- Proof of Registration cost
- Proof of roundtrip mileage/flight itinerary
- University Sanctioned Travel Form
- W-8 or W-9
- Updated direct deposit information on myWSU>>myFinances (do not upload this, just make sure the information is filled out)

[← BACK TO SUBMISSIONS](#)

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission

 PRINT

In Progress

Fall 2018 Individual Funding Supplemental Questions

1. [Fall 2018 Individual Funding Supplemental Questions](#)

◦ [Page 1](#)

SUBMIT FOR APPROVAL

 DELETE SUBMISSION

Comments





Your form was successfully submitted!

My Submissions

Filter by Status

Name	Status	Status Date	Date Completed	Action
Fall 2018 Individual Funding Supplemental Questions	Pending	7/27/2018 1:59 PM	7/27/2018 1:59 PM	
Excused Absence Request Form	Pending	6/20/2018 8:43 AM	3/4/2018 3:49 AM	
Meeting Excuse Form	Approved	6/20/2018 8:41 AM	1/23/2018 3:59 PM	
End of Semester Survey - Fall 2017	Pending	6/20/2018 8:40 AM	12/17/2017 10:52 AM	
Bio and Directory Form Spring 2018	Pending	6/20/2018 8:40 AM	2/18/2018 3:28 PM	
Meeting Excuse Form	Approved	6/20/2018 8:39 AM	2/12/2018 11:12 AM	
Senator Hour Form	Approved	6/20/2018 8:38 AM	9/24/2017 7:48 PM	
Senator Hour Form	Approved	6/20/2018 8:38 AM	11/19/2017 5:01 PM	
BSDA Bio and Internal Information Form	Pending	6/20/2018 8:38 AM	9/18/2017 10:56 PM	
Meeting Excuse Form	Approved	6/20/2018 8:37 AM	4/5/2017 6:53 PM	
Meeting Excuse Form	Approved	6/20/2018 8:35 AM	2/15/2017 6:36 PM	

Showing 1 - 11 of 11

Here is where you can view all your submissions. Make sure that the Individual Funding Supplemental form is submitted.

BUDGET: Individual Funding

Request

⚠ Additional Information

Budget

First Name Last Name - Conference Name

Terms & Conditions

I understand and have read the Association Funding Regulations located under Individual funding on the Wichita State Student Government Association website.

I understand that SGA funding is intended to be a form of supplemental funding, not a means of completely financing travel. SGA funding is in the form of reimbursement to the individual, meaning the student must supply all original receipts to receive the approved amount of money after returning from travel.

I understand that Sunflower Travel is not eligible for the SGA funding process.

I understand that failure to submit my receipts within seven (7) days of return from travel will forfeit my reimbursement.

I understand that the amount reimbursed will not exceed the amount spent or approved by SGA in each line item (reimbursable line items are lodging, transportation and registration).

By adding your name below, this signifies that you have read and understood the statements above.

Do you have any additional comments and/or questions?

Additional comments and questions will be addressed either by email or in the Budget and Finance Committee meeting.

BUDGET: Individual Funding

Request Additional Information **Budget**

First Name Last Name - Conference Name

Requested Total **\$600.00**

Reviewer Adjusted Total **\$600.00**

Sections (2)	# of Line Items (3) (Max. 4)	Amount
Domestic Travel	3	\$600.00
International Travel	0	\$0.00

BUDGET SECTION:

This is for travel within the United States (including Alaska and Hawaii). The maximum reimbursable amount for domestic travel is \$600.00

Domestic Travel

1. shocker hall edit	Lodging	2 x \$100.00	\$200.00
2. sga conference edit	Registration	1 x \$100.00	\$100.00
3. shmelta shmairlines edit	Transportation	1 x \$300.00	\$300.00

[+ Add Item](#)

[+ Another "Domestic Travel" Section](#)

BUDGET SECTION:

International Travel

[+ Add Item](#)

[+ Another "International Travel" Section](#)

Make your budget here by specifying ONE of each line item (lodging, transportation, and registration) in EITHER domestic or international travel.

Maximum amounts allowed for domestic travel
 Lodging: \$200
 Registration: \$100
 Transportation: \$300

Maximum amounts allowed for international travel
 Lodging: \$200
 Registration: \$100
 Transportation: \$700

[Finish Later](#)

[← Previous](#)

[Submit](#)

Requests

[+ Create Request](#)

Here is where you can view all your requests and see what stage your funding request is at.

	Request Name	On Behalf Of	Process	Submitted	Amount
	First Name Last Name - Conference Name	Self	Fall 2018 Individual Funding	7/27/2018, 2:08PM	\$600.000
	Stella Yang - Conference	Self	Fall 2018 Individual Funding		\$3.000
	Stella Yang - SGA Conference	Self	Fall 2018 Individual Funding		\$202.000
	Stella Yang - Treasurer Conference	Self	Fall 2018 Individual Funding-2		\$100.000
	syang - conference	Self	Fall 2018 Individual Funding		\$300.000
	test 4 modified 1 budget template	Self	Fall 2018 Individual Funding	7/10/2018, 4:23PM	\$301.000
	test2	Self	Fall 2018 Individual Funding	7/26/2018, 4:15PM	\$157.000

Total Items: 7

Page Size: 10 / 1

Request: Fall 2018 Individual Funding

BUDGET: Individual Funding

Request

Additional Information

Budget

First Name Last Name - Conference Name

Contact Information

1. Name (First Name and Last Name)

- SGA Treasurer

2. Phone Number

- 3169787062

3. myWSU ID

- sgatreasurer123

4. Email Address (please insert your preferred email address)

- sgatreasurer@wichita.edu

5. College

(If in Honors College or Graduate School, please select your primary College as well)

College of Business

College of Liberal Arts and Sciences

Honors College

6. Are you currently a University employee on campus (this includes student worker, work-study student, or graduate teaching/staff assistant, etc.)?

Yes

Conference Information

1. Please provide a brief explanation of the travel and include the name of the conference and your reason for attending.

m

Request History



Submitted
by Stella Yang

7/27/2018, 2:08PM

Once your request is submitted, it cannot be changed unless you withdraw your request, or the Treasurer returns your submission for revision.

Requests

[+ Create Request](#) 

	Request Name	On Behalf Of	Process	Submitted	Amount
	First Name Last Name - Conference Name	Self	Fall 2018 Individual Funding		\$600.000
	Stella Yang - Conference	Self	Fall 2018 Individual Funding		\$3.000
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Page Size:   / 1  

The yellow exclamation point means your submission needs to be revised.

Request: Fall 2018 Individual Funding

BUDGET: Individual Funding

Request Additional Information **Budget**

First Name Last Name - Conference Name

Requested Total		\$600.00
Reviewer Adjusted Total	(-\$99.07 / -16.51%)	\$500.93 ↓
Sections (2)	# of Line Items (3) (Max. 4)	Amount
Domestic Travel	3	\$600.00
International Travel	0	\$0.00

BUDGET SECTION:
 This is for travel within the United States (including Alaska and Hawaii). The maximum reimbursable amount for domestic travel is \$600.00

Domestic Travel

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3. shmelta shmairlines edit	Transportation	1 x \$300.00	\$300.00

+ Add Item

+ [Another "Domestic Travel" Section](#)

BUDGET SECTION:

International Travel

+ Add Item

+ [Another "International Travel" Section](#)

Request History

- Follow-up Required 7/27/2018, 2:10PM
by **Stella Yang**

- Moved to Step 2: Budg... 7/27/2018, 2:10PM
by **Stella Yang**

- Stella Yang** 7/27/2018, 2:09PM
"shocker hall" adjusted from \$200.00 to \$100.93.

- Submitted 7/27/2018, 2:08PM
by **Stella Yang**

The Treasurer can make comments or ask questions directly related to the funding request, and the individual can reply. The individual can also look at what stage the funding request is at in this section.

Requests

[+ Create Request](#)

When your request is submitted, it will let you know the submit date. This is NOT reflect if you submitted your Supplemental funding form, just your Individual Funding form.



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Total Items: 7

Page Size:   / 1  

Contact Information

For questions/concerns, please contact SGA Treasurer

- Phone: 316-978-7062
- Email: SGATreasurer@Wichita.edu (preferred method of contact)
- In person: RSC219 (check office hours on the SGA webpage)