

Individual Funding Step-by-Step

Getting Access to 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 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, myFinance, Direct Deposit

Finishing the Funding Process

10. The finished documents will go to the Treasurer to review for completion of documents
11. Once the Treasurer has reviewed the request, if approved the requestor will meet with the Budget and Finance Committee to discuss the funding request
12. 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
13. 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
14. The Treasurer will process the funding request and Financial Operations will reimburse the individual’s account