

POLICY FOR REIMBURSEMENT OF EXPENDITURE BY STUDENTS ON UNIVERSITY EVENTS



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REIMBURSEMENT OF EXPENDITURE BY STUDENTS ON UNIVERSITY EVENTS

OBJECTIVE

The objective of a policy for reimbursement of expenditure by students on University events is to establish clear guidelines and procedures for students who incur expenses related to University-sponsored events. This policy aims to ensure fairness, transparency, and accountability in the reimbursement process. This policy is established to support and encourage student involvement in extracurricular activities, conferences, competitions, or other events that contribute to their personal and academic development. This policy includes the procedure for taking approval for any event by the students, as well as the documentary requirements and timelines to be followed to claim reimbursement.

PROCEDURE FOR EVENT APPROVAL

- Prior to organizing an event, it is mandatory to obtain approval from
 - The Dean of Students for events like Surge, Freshers Night, Breeze, Three Day interfest and other University wide events.
 - The Associate Dean-Student Engagement, Student Council and the Cultural Committee for all clubs and societies events. Once the approval from the Associate Dean-Student Engagement is taken, a formal email is to be sent by the organiser's to the Cultural Committee and the Student Council requesting event approval, including the event name, date, time, venue, and a brief description of the event.
- Student in charge of organizing the proposed event will ensure the following:
 - Clearly explain about the event and how it aligns with the Institution's or Club's objectives and values.
 - Provide an estimated budget for the event, outlining potential expenses and revenue sources, if applicable.
 - Attach any supporting documents, such as event agendas, marketing plans, or risk assessments, if required.

- Respect the specified timeline for event approval and be prepared to attend meetings or respond to inquiries from Dean of Students/Associate Dean-Student Engagement.
- Vendor entry, display of banners, venue for the event, adventure trip should have the approval of Dean of Students.
- Relaxation of Curfew for first year students during the events should have the approval of Head Hostel.
- In the event of vendor involvement, for tasks such as setting up stage, tents arrangements, production etc, the concerned team is required to schedule a meeting with the purchase department. During the meeting, comprehensive vendor details and a budget approved by the concerned authority must be presented. The purchase team will facilitate negotiations with the vendor and verify their status as a University registered vendor. Student will avoid engaging vendors who are not registered with University.
- Upon confirmation of vendor by the purchase department, the Office of Dean of Student or Associate Dean- Student Engagement will initiate the process for a Purchase Requisition (PR) with the quotation provided by the vendor.
- Only after the Purchase Order (PO) raised is approved, the vendor can start his tasks for the event.
- On completion of the event, all bills should be submitted to the Associate Dean-Student Engagement or Student Affairs Coordinator which in turn will pass these on to the Finance Department for the settlement process.

LOGISTICS AND BUDGET SUBMISSION

- Student in charge of organizing the event must send an email to the Secretary of Treasury (for clubs and societies events) or Student Affairs Coordinator (for University wide events) seven days prior to the event.
- The email should include comprehensive information about event logistics, such as set up requirements, technical equipment needs, participant arrangements, visitors

hostel booking, cart arrangement, medical kit box, and any necessary permits. The format to submit the logistical requirement will be as under:

Name of the Club	SPOC	Date	Venue involved along with the timings	Logistic Required	Approval given by (from ODS office)	IT/Maintenance-Confirmation	Any Food Stall involved internal (SNU vendors) or any external (vendors)	License of Food Vendors
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- Details of the external participants with correct number for hostel accommodation should be clearly explained, discussed and mailed to Head hostel 15 days prior to the event.
- A detailed budget breakdown, including projected expenses, income, and sponsorship, if applicable must be provided.
- All logistics and budget information should be accurate, complete, and well-organized.

SUBMISSION OF BILL FOR REIMBURSEMENT

- Students in charge of organizing the event must send an email to the Secretary of Treasury (for clubs and societies events) or Student Affairs Coordinator (for University wide events) within seven days after the event to initiate the reimbursement process.
- The complete original bills, receipts, related to event expenses, (ensuring they are within the specified limit) should be submitted along with the event report, as it will facilitate the initiation of the reimbursement process. The event report should be in the provided format and should include how it aligns with the vision and mission of the club or societies.
- The reimbursement amount should be clearly indicated with the club treasurer’s bank details for the transfer of funds.
- Make sure to adhere to the designated timeline for reimbursement bill submission.
- The submitted bill will be raised for reimbursement by Associate Dean - Student Engagement or Student Affairs Coordinator.
- The process for reimbursed bill by finance department is as follows:

- The credit towards the approved claims of first reimbursement cycle (1 -15 day) will be processed by the last working day of the month.
- The credit towards the approved claims of the second reimbursement cycle (16-30/31 day) will be processed by the 15th day of next month.

E-MAIL FORMAT

- Format to be followed for the email seeking reimbursement is as follows:
 - To: ts.sc@snu.edu.in (for clubs and societies events) and karthika@snu.edu.in (for University wide events)
 - Subject: Reimbursement || <Club Name> || <Event Name>
 - Details the mail should contain.
 - Date of approval:
 - Approved budget:
 - The amount spent:
 - Detailed expenses (tabulated):
 - Bills to be attached (As mentioned Above)
 - Event Report
 - Account details to which the money is to be transferred (preferably the Treasurer's account details of the club)

EXTERNAL PARTICIPATION (for Clubs and Societies)

- Prior approval from the Associate Dean-Student Engagement and the Secretary of External Affairs is required for all external events organized or participated in by clubs and individuals.
- Students participating in external events must submit a formal request for event approval to the Associate Dean-Student Engagement and the Secretary of External Affairs well in advance of the event date.(Individual participation expected to follow the same procedure)
- The request should include essential event details such as name, date, time, venue, purpose, and a brief description.
- A detailed plan should be provided with outlining logistics, budget requirements, and anticipated benefits or outcomes.

- Registration fees for approved external events will be reimbursed.
- Transportation arrangements must be made responsibly, ensuring no misuse of university-provided transportation (preferably OLA or UBER). If university transportation is used, students must return to the designated drop-off and pick-up location.
- Students are not eligible for food reimbursement for any external events.

FINANCIAL GUIDELINES

- All bills, invoices, or receipts submitted for reimbursement or financial transactions must clearly display with the Goods and Services Tax (GST) number. Handwritten bills will no longer be accepted. All bills should have the vendor's name, stamp, phone number, and PAN number.
- Every bill should include the following details:
 - Vendor's Name: The full legal name of the vendor or supplier must be clearly stated on the bill.
 - Vendor's Phone Number: The contact number of the vendor or supplier should be provided on the bill.
- Bills from E-Commerce websites and app-based taxis are highly preferred (Amazon, Flipkart, Ola, Uber, etc.). Only bills from the date of approval of the event will be accepted.
- Reimbursements for food and beverages will be done only if valid reasons are provided.
- External Sponsorship Disclosure:
 - When a student or group of students anticipates receiving a significant amount of funding from the college, it is expected to get and disclose any external sponsorships or financial support associated with their project or endeavor.
 - The term "significant funding" refers to an amount that is a predetermined threshold set by the college. This threshold may vary depending on the nature of the project, program, or initiative as per the Dean of Students.
- Students are prohibited from conducting any on-campus events or participating in any external events one week before the mid-semester examination and two weeks before the end-semester examination.

ADDITIONAL NOTES

- Signing of the Financial Indemnity Forms is mandatory by the club core before any event.
- A Financial Review will take place 10 days prior to the event and within 2 months after the event concludes.
- If you generate any revenue, you need to disclose it, and please consider depositing the funds into an SNF account, which can be utilized for future events, although it is not obligatory.
- If a fraudulent GST bill is identified, the club will be held responsible and disciplinary action may be invited.