

Associated Students of the School of Pharmacy Finance Handbook

University of Southern California
School of Pharmacy



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I. Background

This document will describe funding options, procedures, and guidance as it pertains to reimbursements and funding sources for individual students and organizations of the Associated Students of the School of Pharmacy.

II. Dean Subsidy

A. Introduction

1. The Dean Subsidy is a gift from the Dean of the School of Pharmacy to the student organizations to be used for professional expenses and activities. The amount varies from year to year and is not guaranteed.
2. Each organization's allotment of funds may vary from year to year and is determined by the Dean, Associated Students of the School of Pharmacy (ASSP) Faculty Advisor(s), and ASSP Vice President of Finance at the beginning of each academic year.
3. To use the allotted funds, a student must make a purchase on behalf of an organization in his or her name. The student will then submit a request for reimbursement from the organization's allotment of the Dean Subsidy funds. Purchases can only be made by a student, in the student's name. Payments made in the name of the organization will not be reimbursed.
4. The use of these funds is a courtesy from USC and the School of Pharmacy, therefore all rules and regulations must be strictly followed to receive reimbursement.

B. Eligibility for Dean Subsidy Funds

1. All organizations under the ASSP umbrella are entitled to Dean Subsidy Funds if they are considered to be in "good standing," as defined by the ASSP Bylaws.
2. At the beginning of each academic year, each organization's Director of Finance will submit a Dean Subsidy Request Form (Appendix A) to the ASSP Vice President of Finance detailing how the organization plans to use the funds allotted.
3. Each expense or event for which the organization plans to use the funds must be professional in nature and reasonable in terms of price, purpose, and necessity as deemed so by the ASSP Faculty Advisor(s), the ASSP Vice President of Finance, and/or the USC Division of Financial and Business Services.
4. Each organization must have their account with the USC Credit Union. It cannot be a personal account, and must be transferrable year to year to the subsequent Directors of Finance
5. The **Dean Subsidy Request Form** must include:
 - a) The name of the organization
 - b) The name and email address of the Director of Finance or organization liaison
 - c) The organization's mission statement
 - d) Description of proposal(s) including:
 - (1) Name of reimbursable project

- (2) Purpose
- (3) Description
- (4) Date of project
- (5) Estimated cost of project with reasonable justification
- e) Funding request including:
 - (1) Itemized description of expense(s) for each proposal (e.g., supplies, rental fees, etc.)
 - (2) Previous cost of each proposal
 - (3) Estimated future cost of each proposal
 - (4) Total amount requesting from the Dean Subsidy Funds
 - (5) Total amount requesting from the GSG Funds
 - (6) Total amount that will be covered by the organization's funds
- 6. In addition, prior to the start of each semester, each organization must submit completed Projects and Events forms for each event hosted by the organization during the subsequent semester
- 7. The **Projects and Events Form** must include:
 - a) The name of the organization
 - b) The name and email address of the Director of Finance or organization liaison
 - c) Description of proposal(s) including:
 - (1) Name of reimbursable project
 - (2) Purpose
 - (3) Description
 - (4) Date of project
 - (5) Number of expected attendees
 - (6) Proposed cost of event
 - (7) If held in previously, how much funding was provided through Dean Subsidy or through GSG
- 8. The deadline for submitting the Dean Subsidy Request Form will be set by the ASSP Vice President of Finance, and the deadline for submitting the Projects and Events forms for all organizations will be exactly one (1) week before the Calendar Party for that semester.
- 9. Any organization that fails to submit a Dean Subsidy Request Form or all of their completed Projects and Events forms by the designated deadlines will forfeit its eligibility to receive Dean Subsidy Funds for that academic year.

C. Dean Subsidy Fund Allocation Structure

1. Organization Stipend

- a) Each organization will be allotted a fixed organization stipend each academic year.
- b) Organizations may use these funds as they deem appropriate without prior approval provided all expenses are deemed "allowable."
- c) If fifty percent of funds are not used by the end of the Fall Semester, the organization may be required to present a plan outlining how the funds will be used by the end of the academic year to the ASSP Faculty Advisor(s) and/or

ASSP Vice President of Finance.

(1) If an organization fails to show its plans to use the funds by the end of the Spring Semester, its remaining allotment may be resorbed.

2. Conference Fund

a) All students who are members of ASSP organizations may apply for reimbursement toward conference registration and travel expenses in the form of Conference Scholarships.

b) Conference Scholarship allotments, among other variables, will be determined based on the student's purpose for attending the conference.

(1) Conference Participants

(a) Include students representing the USC School of Pharmacy as poster presenters, competitors, and delegates

(2) General Attendees

c) See "Conference Fund Policy" for additional information.

3. Health Fair Operations Fund

a) The Health Fair Operations Fund is overseen by the Director of the Office of Student Outreach for Community Health.

b) Organizations who wish to use Health Fair Operations Funds for their community outreach events should contact the ASSP Director of Community Health.

4. ASSP Operations Fund/ GSG Organizational Fund

a) The ASSP Operations Fund is reserved for the ASSP Executive Board for use toward professional expenses and events.

D. Fund Allocation Determination

1. The dollar amount assigned to each Dean Subsidy Fund (i.e., the Organization Stipends, Conference Fund, Health Fair Operations Fund, and ASSP Operations Fund) will be determined at the beginning of each academic year once all Dean Subsidy Request Forms have been submitted.

2. Allocations into each fund will be determined by the ASSP Faculty Advisor(s), ASSP President, and ASSP Vice President of Finance based on a variety of variables including but not limited to the amount of Dean Subsidy Funds available, past spending, anticipated future spending, and the number of organizations requesting funds.

3. Once the allocations are made, the decision is final, and no appeals will be entertained.

E. Allowable Expenses

1. Only professional expenses that are considered reasonable in terms of price, purpose, and necessity may be reimbursed by Dean Subsidy Funds.

2. All expenses must be written by a written business proposal (i.e., the organization's Dean Subsidy Request Form).

3. The names of those who benefited from the transaction must be disclosed on all reimbursement forms.

a) This includes but is not limited to recipients of gifts and parking passes.

4. This means that almost all reasonable, legitimate business (i.e., professional) expenses may be reimbursable with the Dean Subsidy unless they are government unallowable, unreasonable, or prohibited by the Business Office.
 - a) **Government Unallowable Expenses**
 - (1) Government unallowable expenses are those items that, although potentially appropriate and reimbursable from other university sources, are not allocable to government activities per Federal Government regulation.
 - (2) The items listed below must be identified and segregated regardless of the account bearing the expense to avoid their being allocated to various government indirect cost categories.
 - (3) Government unallowable expenses include all expenses related to
 - (a) Alumni Events (including fundraising expenses)
 - (b) Commencement (including student graduation parties)
 - (c) Development (including promotional gifts to donors)
 - (d) Public Relations (including banquets and advertisements)
 - (e) Student Activities (including contributions to student organizations and events; fundraising)
 - (f) Alcoholic beverages
 - (g) Contributions/donations
 - (h) Fines/penalties
 - (i) First class airfare
 - (j) Flowers/gifts
 - (i) Note: Gifts for speakers, preceptors, and professional guests are reimbursable through the Dean Subsidy up to \$75.00 per recipient, with appropriate documentation. If a gift is given, the first and last name of the gift recipient must be disclosed.
 - b) **Prohibited by the Business Office**
 - (1) As the Dean Subsidy is a gift from the Dean of the School of Pharmacy, it may only be used for expenses deemed appropriate by the Business Office.
 - (2) Items deemed non-reimbursable includes:
 - (a) Business cards
 - (b) Gift cards for USC School of Pharmacy Faculty
 - (c) Taxicab rides
 - (i) Note: Ridesharing services such as Uber or Lyft are reimbursable if a valid receipt and appropriate documentation are included.
 - (d) Gas
 - (e) Rental cars
 - (f) Food for non-professional events (i.e. organization general or board meetings)
 - (g) Banquet expenses
 - (h) Organization board member gifts
 - (i) Parking for USC employees or students
 - (i) Note: Parking for non-USC affiliated guests is permissible as long as the first and last names of the recipients are disclosed on the

reimbursement form. Parking for USC employees or students will not be reimbursed.

(3) The above list may not be all-inclusive and is subject to change at any time at the discretion of the Business Office.

F. Reimbursement Forms

1. Non-Travel Expense Report

- a) The Non-Travel Expense Report (Appendix D) is the most commonly used form which can be used for expenses including, but not limited to, events, food purchases, and any other expenses not pertaining to travel costs or facility rental.
- b) Forms are to be submitted to the ASSP Vice President of Finance no later than two weeks following the event or purchase or by the deadline determined by the ASSP Vice President of Finance.

2. Travel Expense Report

- a) The Travel Expense Report (Appendix F) may be used for travel expenses, including conference expenses, for expenses such as plane or train tickets, personal mileage, lodging, food, and conference registration.
- b) Forms are to be submitted to the ASSP Vice President of Professional Conferences no later than two weeks following the event or purchase or by the deadline determined by the ASSP Vice President of Professional Conferences.

3. Internal Requisition (IR) Form

- a) An IR Form (Appendix G) may be used for payments to USC-owned facilities (e.g., Seaver, the Radisson Hotel at University Park Campus, the USC Bookstore etc.)
- b) A quote from the vendor must be included with the IR.
- c) IRs must be submitted to the Vice President of Finance at least 3-4 weeks prior to the event or purchase.
- d) The payment will be made by business office directly to the facility. I.e., no student purchase is required, and the organization does not need to wait for a reimbursement.

4. Purchase Order (PO) Form

- a) A PO Form (Appendix H) may be used for payments made to USC-approved vendors that are not owned by USC.
(1) Note: USC-approved vendors change frequently. Please consult the "Approved Vendors List" on the USC Graduate Student Government website.
- b) A quote from the vendor must be included with the PO.
- c) POs must be submitted to the Vice President of Finance at least 3-4 weeks prior to the event or purchase.
- d) The payment will be made by business office directly to the facility. I.e., no student purchase is required, and the organization does not need to wait for a reimbursement.

G. Reimbursement Process (Non-Travel and Travel Expense Reports)

- Failure to meet requirements of appropriate reimbursement requests (i.e. incomplete forms, missing documents, etc.) may be subject to **delays in reimbursement, reduced reimbursement, or nonpayment:**
 - First error: 25% reduction in ALL subsequent reimbursement requests in both Fall and Spring
 - Second error: additional 25% reduction in ALL subsequent reimbursement requests
 - Third error: ALL reimbursement requests will be nullified (i.e. no Dean Subsidy)
- All reimbursement requests for the Fiscal Year should be submitted no later than the Tax Day of the year. (For Year 2017-2018, all reimbursement requests must be submitted by **4/15/2019 5:00PM** to ASSP Vice President of Finance. Any reimbursement requests submitted after this deadline will be considered in the next Fiscal Year.

1. Overview

- a) The student requesting reimbursement, the reimbursee, must complete the appropriate form and turn it into the organization's Director of Finance along with additional documentation. A student may only request reimbursement if he or she has made a payment under his or her own name.
- b) The organization's Director of Finance will verify the form is complete and submit it to the ASSP Vice President of Finance no later than two weeks after the date of the event or by the deadline indicated by the ASSP Vice President of Finance.
- c) The ASSP Vice President of Finance will determine the maximum amount that the organization may be reimbursed for a given event that qualifies for Dean Subsidy (Example given in Appendix I)
 - (1) The reimbursement will be calculated by two steps
 - (a) The first step will determine the maximum percentage of the total cost that will be reimbursed by Dean Subsidy.
 - (i) This percentage will be no less than 50% of the total cost and will not exceed 100% of the total cost.
 - (b) The second step will then be determined by taking the ratio of the actual attendance number and the proposed attendance at an event. The ratio
 - (c) The final amount reimbursed will be the total cost multiplied by the first step and the second step. This amount may be altered on a case-by-case basis as needed by the ASSP Vice President of Finance.
 - (d) Any amount not covered by Dean Subsidy must be paid for by the organization out of pocket and will not be reimbursed
- d) ASSP Vice President of Finance will submit the forms to the ASSP Faculty Advisor(s) for approval.
- e) The forms are sent to the USC School of Pharmacy Division of Financial and Business Services, i.e., the "Business Office."
- f) Once the reimbursements have been processed, the Vice President of Finance will receive funds from the Business Office and issue reimbursement checks to organizations and/or students.

- (1) Note: Reimbursements may take 8 weeks or more to be processed.
2. **General Considerations**
- a) With the exception of internal requisitions (IR) and purchase orders (PO), organizations may only use their Dean's Subsidy funds by reimbursement. Students are required to use personal funds and will only be reimbursed after the appropriate documentation is submitted.
 - b) Only the student who made the transaction may be reimbursed for an expense.
 - c) Joint Events
 - (1) For events that are hosted by two or more organizations, it is the responsibility of organizations to split the expenses amongst themselves. Reimbursements cannot be split between two organizations' Dean Subsidy allotments.
3. **Reimbursement Requirements for Non-Travel Expense Report**
- a) The following documents and information must be provided for all non-travel expenses including supplies, events, and food purchases:
 - (1) **Non-Travel Expense Report**
 - (a) The student body organization name, the business purpose including name of event and date of event, and name and contact information of the individual making the purchase must be indicated.
 - (b) The total reimbursement amount should be indicated and should be equal or less than the total expense.
 - (c) The number of attendees to the event must be written on the same line as or the line above the total reimbursement amount.
 - (d) The form must be signed and dated by the individual who made the purchase.
 - (2) **Receipt(s)**
 - (a) Receipts must be taped to a plain 8.5" x 11" sheet of paper.
 - (b) Receipts that are too long to fit on one sheet of paper must be cut and attached in separate pieces. (Use single side only)
 - (c) Receipts must include each of the following:
 - (i) Name of merchant
 - (ii) Amount of charge
 - (iii) Itemized list of purchases
 - (iv) Note: Descriptions of items or services purchased must be specific. Receipts that only list the purchase total or include vague descriptions, such as "miscellaneous," "supplies," or "food" are not acceptable. The receipt must clearly list each item or service purchased. Form of payment must be in the name of the individual who made the purchase.
 - (v) Transaction date
 - (vi) Tax/delivery charges (if applicable)
 - (d) Receipts cannot include personal purchases. Only items requested to be reimbursed should be on the receipt. Should receipts containing non-reimbursable items be listed on the same receipt, the request will be

nullified.

(3) **Credit Card Purchases**

- (a) The credit card must belong to the student being reimbursed (not his or her parent, spouse, organization, etc.)
- (b) A credit card statement must be included, indicating the name of the student and/or the last four digits of the credit card number of the student.
- (c) The transaction on the bank statement must be highlighted.
- (d) Should the student use a **Debit card** or a **Credit card** where the last four digits of the account indicated on the bank statement do not match the last four digits on the card, the student's name must be visible on the bank statement and a photocopy of the front of the credit card that the student used must be submitted as well.

(4) **Personal Check Purchases**

- (a) The check must be written from the student's personal bank account (not the organization's bank account.)
 - (b) An image of the cleared check must be included.
- (5) For **gift, gift card, and parking purchases**, the name(s) of all recipients must be listed under "Description."
- (6) For **food purchases**, the number of attendees must be indicated under "Qty."
- (7) All forms must be **paper clipped together, not stapled.**
- (8) Purchases made through **Cashier's checks** will **NOT** be reimbursed
- (9) Purchases through PayPal **MUST** be done through a PayPal account that is connected to a bank account, **NOT** a guest account.
- (a) If PayPal is used, then a statement/receipt from the PayPal account showing both the expenditure and the bank account number must be submitted in addition to a bank statement showing both the expenditure and the bank account number.

4. **Reimbursement Requirements for Travel Expense Reports and Conferences:**

(1) **Travel Expense Report**

- (a) The student body organization name, the conference or meeting name, the conference or meeting location, and name and contact information of the student attending the conference must be indicated.
- (b) The total reimbursement amount should be indicated and should be equal or less than the total expense.
 - (i) If the student was granted a Conference Scholarship, the total reimbursement amount should not exceed the scholarship amount granted to that individual.
- (c) The form must be signed and dated by the individual who made the purchase.

(2) **Original conference name badge**

- (a) Conference attendees must include their original conference name badge, mounted to a plain 8.5" x 11" sheet of paper with clear tape.

(3) **Conference registration confirmation** which includes payment method and amount paid.

(4) Receipt(s)

- (a) Receipts must be taped to a plain 8.5" x 11" sheet of paper.
- (b) Receipts that are too long to fit on one sheet of paper must be cut and attached in separate pieces. (Use single side only)
- (c) Receipts must include each of the following:
 - (i) Name of merchant
 - (ii) Amount of charge
 - (iii) Itemized list of purchases
 - (iv) Note: Descriptions of items or services purchased must be specific. Receipts that only list the purchase total or include vague descriptions, such as "miscellaneous," "supplies," or "food" are not acceptable. The receipt must clearly list each item or service purchased. Form of payment must be in the name of the individual who made the purchase.
 - (v) Transaction date
 - (vi) Tax/delivery charges (if applicable)
- (d) Receipts cannot include personal purchases. Only items requested to be reimbursed should be on the receipt. Should receipts containing non-reimbursable items be listed on the same receipt, the request will be nullified.

(5) Credit Card Purchases

- (a) The credit card must belong to the student being reimbursed (not his or her parent, spouse, organization, etc.).
- (b) A credit card statement must be included, indicating the name and/or the last four digits of the credit card number of the student.
- (c) The transaction on the bank statement must be highlighted.

(6) Check Purchases

- (a) The check must be written from the student's personal bank account (not the organization's bank account.)
- (b) An image of the cleared check must be included.

(7) Checklist of minimum required conference events

- (a) If the student has received a conference scholarship through an ASSP organization, he or she may be required to submit a signed list of minimum required events as proof of attendance.

- (8) All forms must be **paper clipped together, not stapled.**

III. Graduate Student Government (GSG) Funding

A. General GSG Funding Considerations (<https://gsg.usc.edu/student-funding/finance-policies/>)

1. Graduate student organizations must be recognized through USC Campus Activities to be eligible for GSG funding.
2. Completing the online GSG Finance Orientation (<https://gsg.usc.edu/student->

- [funding/finance-orientation/](#)) is mandatory for organizations to receive GSG Funding.
3. Organizations are expected to utilize GSG funding, when possible, prior to using Dean's Subsidy Funds.
 4. Student organizations are allowed a total of \$2,500 per organization per semester from all GSG Funds.
- B. The following funds must be requested from the GSG website directly:
1. **Discretionary Fund**
 - a) This fund is calculated as \$4 per student per year. The Discretionary Fund is an open fund to all organizations designated for student events and is available on a first come, first served basis. Events must be advertised through GSG as open to all USC graduate students, and include the GSG logo on promotional material.
 2. **Organization (Umbrella) Fund**
 - a) This fund is calculated as \$16 per student per year, based on reported enrollment numbers from the previous Academic Year. Only fee-paying graduate students count toward enrollment numbers, only for the programs represented by an Umbrella Organization. This fund can be used for "closed" events exclusive to the Umbrella Organization's student population.
 3. **Joint Programming Fund**
 - a) This fund is calculated as \$2 per student per year. The Joint Programming Fund is a fund open to all events organized by two or more organizations from two or more distinct schools/departments and is available on a first come, first served basis. Events must be advertised through GSG as open to all interested USC graduate students, and include the GSG logo on promotional material.
 4. **Volunteer Fund**
 - a) This fund is calculated as \$2 per student per year. The Volunteer Fund is open to all student organizations for volunteer or community service events, and is available on a first come, first served basis. Events must be advertised through GSG as open to all interested USC graduate students, and include the GSG logo on promotional material.
 5. **Social Justice Fund**
 - a) This fund is calculated as \$2 per student per year. This fund is open to all organizations for social justice related events, and is available on a first come, first served basis. This fund is meant for advocacy on behalf of underrepresented/marginalized groups. Events must be advertised through GSG as open to all interested USC graduate students, and include the GSG logo on promotional material.
 6. **Sustainability Fund**
 - a) This fund is calculated as \$2 per student per year. This fund is primarily used for a Green Fund at USC in conjunction with Undergraduate Student Government and University Administration. Apply directly to the Sustainability Office for this fund.
 7. **Travel Grant Fund**
 - a) The Travel Grant Fund is a fund provided for students to travel to conferences to

- present research or attend. The fund is available Fall, Spring, and Summer. Additional information and limitations are available on the GSG website.
- b) Note about the Travel Grant Fund: This fund is not included in the student organization \$2,500 cap per semester restriction. Any student can and should attempt to request conference attendance funds through this mechanism. Students should utilize this resource prior to requesting funds from the Dean's Subsidy and must demonstrate an attempt to request GSG funding prior to requesting School of Pharmacy funding.
 - c) Application procedure and guidelines could be found on the GSG website (<https://gsg.usc.edu/student-funding/travel-grants/>)

C. GSG Organization Fund

1. Effective Fall 2016, ASSP is responsible for allotting GSG Organization Funding to student organizations which fall under the ASSP umbrella.
2. The Organization Fund is calculated as \$9 per student per semester in each school department. The organization fund is mainly limited to events that benefit only the department student body. If the funds are unused, and the organization has no intent to use these funds, the ASSP Vice President of Finance will transfer the remaining funds during Spring Break into the Discretionary Fund.
3. The GSG Organization Fund is restricted to events that benefit the School of Pharmacy students only, i.e., events that are not interdisciplinary or community services events. Any organization hosting events that are only open to the School of Pharmacy would need to request Organization Funds directly from the ASSP Vice President of Finance.
4. For events that are open to the public (e.g., interdisciplinary events or community service events, etc) organizations will still be responsible for requesting funding directly from the GSG website.
5. Organization Funds, despite being in the control of ASSP, are still subject to the \$2,500 per organization per semester GSG Funding cap.

D. Application Deadlines

1. Budget Proposals - At least 6 weeks in advance of the event
2. Expense Proposals - At least 3 weeks in advance of the event
3. Post-Event Form - Within 5 business days after the event

E. Important Terms

1. Blue Probationary List- If all receipts, invoices, prize recipient information are not provided within 5 business days after an event takes place, the organization is placed on this list, barring any immediate funding
2. Black Probationary List- If the aforementioned documents are not provided within 10 business days after an event takes place, the organization moves to the Black Probationary List, prohibiting all funding to that organization for the semester following the offense.
3. Fiscal Year- A defined 12-month period for budgeting, accounting, and tax purposes.

USC's Fiscal Year runs from July 1 to June 30. Previous Fiscal year balances are not transferrable to the new Fiscal Year balances.

F. Resources for applying for funds through GSG:

1. General GSG Webpage: <https://gsg.usc.edu/student-funding/>
2. **Budget Proposal Form** <https://gsg.usc.edu/student-funding/rso-event-funding/>
 - a) A Budget Proposal is a form proposing a potential event for approval by GSG with all event expenses included.
 - b) One must be submitted per event.
3. **Event Proposal Form**
 - a) The Event Proposal Form must be sent immediately after receiving a confirmation email approving funding for your event.
4. **Travel Grant Program:** <https://gsg.usc.edu/student-funding/travel-grants/>
 - a) Note: Travel Grant process is different from other fund application types.

Appendix A. Sample Dean Subsidy Request Form

Dean Subsidy Fund Request Form

Organization: Name of Organization

Contact Person: Mr. President, President

Email: mpresident@usc.edu

Mission Statement:

The goal of this organization is...

Description of Proposal(s):

Proposal 1:

Name of reimbursable project: Purpose, description, and date of project. Estimation of the cost of the project with reasonable justification.

Proposal 2:

Name of reimbursable project: Purpose, description, and date of project. Estimation of the cost of the project with reasonable justification.

Proposal 3:

Name of reimbursable project: Purpose, description, and date of project. Estimation of the cost of the project with reasonable justification.

Funding Request:

Proposal(s)	Description of Expense	Previous Budget	Estimated Budget	Dean Subsidy	GSG
Name of Proposal 1	Description of Proposal 1 expenses	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Name of Proposal 2	Description of Proposal 2 expenses	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Name of Proposal 3	Description of Proposal 3 expenses	\$X.XX	\$X.XX	\$X.XX	\$X.XX
		Total:	\$X.XX	\$X.XX	\$X.XX

Appendix B. Dean Subsidy Reimbursement Checklists

CHECKLIST FOR ALL REIMBURSEMENTS

- All forms have been completed and signed by the individual who made the purchase to be reimbursed, i.e., the reimbursee.
- All forms will be submitted by the designated deadline (**2 weeks** after the event or as designated by the ASSP Vice President of Finance.)
- The expense or event is considered to be **professional** in nature and **reasonable** in terms of price, purpose, and necessity.

- None of the reimbursement expenses listed fall are **“Government Unallowable Expenses.”**
 - Alumni Events (including fundraising expenses)
 - Commencement (including student graduation parties)
 - Development (including promotional gifts to donors)
 - Public Relations (including banquets and advertisements)
 - Student Activities (including contributions to student organizations and events; fundraising)
 - Alcoholic beverages
 - Contributions/donations
 - Fines/penalties
 - First class airfare
 - Flowers/gifts
 - Note: Gifts for speakers, preceptors, and professional guests are reimbursable through the Dean Subsidy up to \$75.00 per recipient, with appropriate documentation.
- None of the reimbursement expenses listed are **prohibited by the Business Office.**
 - Business cards
 - Taxicab rides (including ridesharing services such as Uber or Lyft)
 - Gas
 - Rental cars
 - Food for non-professional events (i.e. organization general or board meetings)
 - Banquet expenses
 - Organization board member gifts
 - Parking for USC employees or students
 - Note: Parking for non-USC affiliated guests is permissible as long as the names of the recipients are disclosed on the reimbursement form.

Appendix C. Non-Travel Expense Report Checklist

NON-TRAVEL EXPENSE REPORT CHECKLIST

Non-Travel Expense Report

- Student Body Organization Name**
- The business purpose lists the name of event and date of event
- The contact information of the student making the purchase is listed
- The **total reimbursement is indicated** (and is equal or less than the cost of the expense.)
- The form is **signed and dated** by the individual who made the purchase.

Receipt(s)

- Receipts are taped to a plain 8.5" x 11" sheet of paper.
- Receipts that are too long to fit on one sheet of paper have been cut and attached separately. (Use single side only)
- Receipts include each of the following:
 - Name of merchant
 - Amount of charge
 - Itemized list of purchases
 - Form of payment
 - Transaction date
 - Tax/delivery charges (if applicable)
- Receipts do not include personal purchases.

For credit card purchases:

- The credit card belongs to the student being reimbursed (not his or her parent, spouse, organization, etc.)
- A credit card statement is included which indicates the name and/or the last four digits of the credit card number of the student.

For check purchases:

- The check must be written from the student's personal bank account (not the organization's bank account)
- An image of the cleared check must be included.

For conferences, the following are included:

- A copy of the attendee's conference registration confirmation.
- The attendee's original conference badge, taped to a plain 8.5" x 11" sheet of paper.
- A signed checklist of minimum required conference events.

For gift, gift card, and parking purchases, the name(s) of all recipients are included.

For food purchases, the number of attendees is indicated.

All forms are paper clipped together, not stapled.

Appendix D. Non-Travel Expense Report

USC School of Pharmacy

Division of Financial and Business Services NON TRAVEL EXPENSE REPORT

Associated Students of the School of Pharmacy Dean Subsidy Account

Student Body Organization Name: _____

Date of Event: _____ Name of Event: _____

Student Body Organization Student Representative Who Made the Purchase:

Last Name: _____ First Name: _____

Address: _____ Zip Code: _____

Telephone Number: (____) _____ E-mail Address: _____@usc.edu

List each receipt separately.

Provide the name of the company / business along with the item description and/or purpose.

If food was provided at this event, please list the number of attendees under "Qty."

If guest speaker gifts were purchased, list the complete names of the recipients under "Description."

List names of gift recipients (if applicable).

Mount all receipts on 8.5" x 11" sheets of paper using clear adhesive tape.

Use a paperclip to attach all sheets of paper together; do not staple sheets together.

It is advised to make a copy of this for your records, prior to submission to the ASSP Vice President of Finance.

Incomplete and late forms are subject to delays, reduced reimbursement, and/or nonpayment.

Date of Purchase	Description	Qty.	Amount
			\$
			\$
			\$
			\$
			\$
Total Reimbursement:			\$

This is an accurate report of my expenses. There are no "government unallowable" expenses, as defined in the Dean Subsidy Expenditure Guidelines.

Reimbursee's Signature Date

ASSP Vice President of Finance's Signature Date

Received by ASSP Faculty Advisor, S. H. Park on _____ (date) part of invoice # _____

[Non Travel Form Version 3](#) _S. Park, K. Schmidt, E. Na_08/13/2017: C/c Jenik Movsesian

Events Serving Food

- a.) Please list the number of attendees if food was served at the event. -or-
 b.) If 10 or fewer individuals attended the event, please list the names of each attendee.

a.) Number of Attendees:	
b.) Complete First and Last Name of Each Attendee if ≤ 10 attendees (no abbreviations):	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Parking Recipients (Complete first and last names of all individuals is required):

Please list the name of all USC Parking Pass recipients.
 Students may not be reimbursed for parking purchased for USC Employees.

First name, Last name	Affiliation (e.g., company name, alumni)	Indicate Speaker or Preceptor

Gift Recipients (Complete first and last names of all individuals is required):

Please list the names of all gift recipients. A name must be listed for each gift purchased.
 Alcohol will not be reimbursed.

First name, Last name	Gift purchased (general description)	Indicate Speaker/ Preceptor/ Faculty

[Non-Travel Form Version 3](#) _S. Park, K. Schmidt, E. Na_08/13/2017: C/o Jenik Movsesian

Appendix E. Travel Expense Report Checklist

TRAVEL EXPENSE REPORT CHECKLIST

Travel Expense Report

Student Body Organization Name

- Name and location of conference or meeting
- The contact information of the student making the purchase is listed
- The **total reimbursement is indicated** (and is equal or less than the cost of the expense and/or does not exceed conference scholarship amount granted)
- The form is **signed and dated** by the individual who attended the conference.

Receipt(s)

- Receipts are taped to a plain 8.5" x 11" sheet of paper.
- Receipts that are too long to fit on one sheet of paper have been cut and attached separately. (Use single side only)
- Receipts include each of the following:
 - Name of merchant
 - Amount of charge
 - Itemized list of purchases
 - Form of payment
 - Transaction date
 - Tax/delivery charges (if applicable)
- Receipts do not include personal purchases.

For credit card purchases:

- The credit card belongs to the student being reimbursed (not his or her parent, spouse, organization, etc.)
- A credit card statement is included which indicates the name and/or the last four digits of the credit card number of the student.

For check purchases:

- The check must be written from the student's personal bank account (not the organization's bank account)
- An image of the cleared check must be included.

A copy of the attendee's **conference registration confirmation** including payment method and amount paid.

The attendee's **original conference badge**, taped to a plain 8.5" x 11" sheet of paper.

A signed **checklist of minimum required conference events** and/or reflection.

All forms are paper clipped together, not stapled.

Appendix F. Travel Expense Report

USC School of Pharmacy

Division of Financial and Business Services TRAVEL EXPENSE REPORT

Associated Students of the School of Pharmacy Dean Subsidy Account or John Biles Leadership Center* (Area of Concentration)

Student Body Organization Name: _____
(or name of the specific USC School of Pharmacy Area of Concentration*)

Conference or Meeting Name: _____

Conference or Meeting Location: _____ (city) _____ (state)

Student role at this meeting (select all that apply): Attendee | Delegate | Abstract Presenter | Competitor

Student Body Organization Student Representative Attending the Meeting:

Last Name: _____ First Name: _____

Address: _____ Zip code _____

Telephone Number: (____) _____ E-mail Address: _____ @usc.edu

*List each original receipt separately.
Mount all receipts on 8.5" x 11" sheets of paper using clear adhesive tape.
Tape the original conference name badge on a piece of paper.
Provide the name of the company / business along with the item description and/or purpose.
Provide a copy of your credit card statement; names on company account must match attendee's name.
Use a paperclip to attach all sheets of paper together; do not staple sheets together.
It is advised to make a copy of this for your records, prior to submission to the ASSP Vice President of Professional Conferences.
Incomplete and late forms are subject to delays, reduced reimbursement and/or nonpayment.*

Date of Purchase	Description/Item	Allowable** Amount
	Meeting/Conference Registration; Organization	
	Transportation* method: personal vehicle / plane / train	
	Transportation* company:	
	Personal vehicle* mileage (0.54/mile): _____ miles <i>-Attach a copy of Google Maps mileage confirmation from home address to Meeting/Conference venue</i>	
	Lodging* / Hotel Company: Number of Nights: Rate per Night:	
	Food* (Maximum is \$45.00/day; no alcohol allowed)	
	<i>Breakfast Lunch Dinner</i>	

Travel Form Version 4_S_Park, K_Schmidt, E_Na_05/25/18; C/c Jenik Movssesian

Total Reimbursement: _____

*These items must be pre-authorized by the Associated Students of the School of Pharmacy representatives. These apply to students who are special designees to represent the School or University.

**Allowable amount will be announced to the student body after all Meeting Scholarship applications have been submitted. Allowable amount varies for each meeting; may vary for different student representatives contingent on the student role at the meeting.

This is an accurate report of my expenses. There are no "government unallowable" expenses, as defined in the Dean Subsidy Expenditure Guidelines.

Reimbursee's Signature Date

ASSP Vice President of Professional Conferences' Signature Date

ASSP Vice President of Finance's Signature Date

Received by ASSP Faculty Advisor on _____ (date)

Signature of Susie H. Park, Associate Dean for Students Affairs: _____

Part of invoice # _____

Appendix G. Internal Requisition (IR)

USC School of Pharmacy

Division of Financial and Business Services INTERNAL REQUISITION FORM

Associated Students of the School of Pharmacy Dean's Subsidy Account

To: [Name of ASSP Vice President of Finance], ASSP Vice President of Finance

From: [Name of IR Requestor]

Date:

Subject: [Name of Event and Organization Responsible]

Description of Event/Service:

Name of Event:

Purpose:

Date of Event:

Time:

Number of People Attending:

Dollar Amount Requested:

Internal Requisition to: [Name of USC-Approved Vendor]

Contact Information for Event/Service:

Name:

Title:

Phone:

Email:

Requestor's Signature

Date

To be completed by ASSP Vice President of Finance:

ASSP Vice President of Finance's Signature

Date

Susie H. Park, PharmD, BCPP, FCSHP
Associate Dean for Student Affairs

Date

Received by ASSP Faculty Advisor on _____ (date) part of invoice # _____

Appendix H. Purchase Order (PO)

USC School of Pharmacy

Division of Financial and Business Services **PURCHASE ORDER FORM**

Associated Students of the School of Pharmacy Dean's Subsidy Account

To: [Name of ASSP Vice President of Finance], ASSP Vice President of Finance

From: [Name of PO Requestor]

Date:

Subject: [Name of Event and Organization Responsible]

Description of Event/Service:

Name of Event:

Purpose:

Date of Event:

Time:

Number of People Attending:

Dollar Amount Requested:

Internal Requisition to: [Name of USC-Approved Vendor]

Contact Information for Event/Service:

Name:

Title:

Phone:

Email:

Requestor's Signature

Date

To be completed by ASSP Vice President of Finance:

ASSP Vice President of Finance's Signature

Date

Susie H. Park, PharmD, BCPP, FCSHP
Associate Dean for Student Affairs

Date

Received by ASSP Faculty Advisor on _____ (date) part of invoice # _____

Appendix I. Example Calculations of Dean Subsidy Reimbursement

Example 1.

1. For Event A, an Organization submits a Project Form with an estimated cost of \$100 and estimated attendance of 30 people.
2. A Non-Travel Expense Form is submitted, showing an expenditure of \$100 with an actual attendance of 24 people.
3. Step 1: The ASSP Vice President of Finance determines that only 80% of the total expenditure will be reimbursed. This means that an Organization will only receive up to \$80 from Dean Subsidy funding.
4. Step 2: 24 individuals attended, with a projected attendance of 30 people. The ratio is 0.8, or 80%
5. The final reimbursed amount will be $\$100 * 80% * 80% = \64 . The organization would be responsible for covering the remaining \$36.

Example 2.

1. For Event A, an Organization submits a Project Form with an estimated cost of \$100 and estimated attendance of 30 people.
2. A Non-Travel Expense Form is submitted, showing an expenditure of \$120 with an actual attendance of 40 people.
3. Step 1: The ASSP Vice President of Finance determines that 100% of the total expenditure will be reimbursed. This means that an Organization will receive all \$120 from Dean Subsidy funding.
4. Step 2: 40 individuals attended, with a projected attendance of 30 people. The ratio is maximized at 1.0, or 100%
5. The final reimbursed amount will be $\$120 * 100% * 100% = \120 . The organization would not have to pay any amount from their own funds.

Example 3.

1. For Event A, an Organization submits a Project Form with an estimated cost of \$100 and estimated attendance of 30 people.
2. A Non-Travel Expense Form is submitted, showing an expenditure of \$200 with an actual attendance of 15 people.
3. Step 1: The ASSP Vice President of Finance determines that only 50% of the total expenditure will be reimbursed. This means that an Organization will only receive up to \$100 from Dean Subsidy funding.
4. Step 2: 15 individuals attended, with a projected attendance of 30 people. The ratio is 0.5, or 50%
5. The final reimbursed amount will be $\$200 * 50% * 50% = \50 . The organization would be responsible for covering the remaining \$150.