

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

Graduate Student Government Association

Finance & Travel Codes

Enacted August 2025

The following codes are to be the governing standards for all spending and travel associated with the Graduate Student Government Association accounts.

The Graduate Student Government Association (“GSGA”) receives funding from Graduate Student Activity Fees as delegated by the High Point University (“HPU”) Business Office. The Graduate Student Government Association is tasked with acting as good stewards of these funds at the discretion of the GSGA Finance Committee, GSGA Treasurer, GSGA President, and GSGA Executive Cabinet along with the decisions made of the High Point University Graduate Student Senate.

Scope of Use

- The Graduate Student Government Association President shall retain final say over all GSGA spending.
- The GSGA Treasurer shall provide financial advice and insight to the GSGA President.
- Funds in the GSGA accounts are to be used as determined by the GSGA treasurer, president, and executive cabinet to benefit the graduate student body. This spending includes but is not limited to:
 - Graduate student lead club events
 - Graduate program events
 - Partnerships with campus groups and community groups
 - Professional conferences
 - Donations

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Clarity (Accounting Software)

The Graduate Student Government Association President and Treasurer are to receive Clarity access once sworn into their positions. Clarity access is to be taken away and passed down to the next administration when sworn in. Specified GSGA Finance Committee members can receive access to Clarity at the discretion of the GSGA President, Treasurer, Advisor, and the HPU Business Office.

Clarity Account Purposes

- 6-340000 - GSGA Operations
 - The GSGA Operations account is designated for funding graduate organizations and programs and GSGA student events.
 - All bill disbursements are to come from the GSGA operations account. These transfers will be done through the TR Intrafund Transfer (6-340000-92002).
- GSGA receives allocations transferred into the GSGA clarity account by the HPU Business Office for the Fall, Spring, and Summer semesters.
 - Funding allocations are subject to the HPU Business Office and are generally received at the following times:
 - Fall – September 1
 - Spring – January 15
 - Summer – June 15
 - If a full allocation is not spent during a semester, it will roll over to the next semester.
- Discretionary Funding
 - The GSGA Finance Committee reserves the right to designate a determined amount of funds be placed in a discretionary account, which may be used for but not limited to:
 - Budget planning
 - Graduate community events
 - Emergency action fund
- When a bill is passed, the GSGA Treasurer contacts the business office within three (3) business days to get the approved amount transferred from the GSGA account into the organization or program's account.
- When the after-action report is completed by an organization or program, the GSGA Finance Chair will review and return any unused funds back to the GSGA account from the organization or program's account.

Organization and Program Accounts

Each chartered organization and program will be given an account number (i.e., 6-34XXXX-)

- 30000: Forward Balance
 - This balance comes from rollover from the previous semester.

- 47017: Revenue
 - This is money that is collected from the organization or program (i.e. dues and fundraisers).
- 53017: Expenses
 - This is money that is being withdrawn from an organization or program's account to be withdrawn (i.e. bills or finance requests).
- 92002: Intrafund Transfer
 - Money will be deposited into this account via the GSGA account from bills and budgets that have passed.
 - Money will be withdrawn from this account from AAR approval of funds being transferred back to GSGA.

General Deposit Form

- A generalized deposit form will be available to complete and receive approval from the GSGA Advisor prior to communication with the HPU Business Office.
- All communication with the HPU Business Office is only permitted to be facilitated by the GSGA Treasurer and Advisor.

GSGA Finance Committee

- The GSGA finance committee is made up of the following members:
 - GSGA Treasurer
 - GSGA President
 - GSGA Vice President
 - GSGA Secretary
 - GSGA Finance Chair
- The GSGA Finance Committee shall meet when deemed necessary by the GSGA President and Treasurer.
- The GSGA Finance Committee is to review all bills to be presented to the Graduate Student Senate.
- The GSGA Finance Committee can approve bills totaling less than or equal to two thousand five hundred dollars (\$2,500.00).
 - A bill must receive a unanimous vote in favor to pass.
 - If the finance committee does not approve a bill, it can be presented to the Graduate Student Senate to be passed, tabled for future consideration, or denied.

Financial Bad Standing

- A chartered organization or program will be considered automatically in bad standing when:
 - Account balance is negative
 - Misappropriation of funds
 - Incomplete or late after-action reports (AARs)
 - Failure to adhere to financial processes
- Organizations in bad standing will not receive funding until appearing before the Finance Committee and fulfilling sanctions determined by the Finance Committee.
- Examples of bad standing sanctions include, but are not limited to:
 - Financial probation
 - Loss of Senate vote
 - Financial training
 - Scheduled meetings with the Finance Committee

Funding Sources

There are various funding sources available to GSGA organizations and programs.

Bills

- Organizations and programs in good standing can submit bills to be reviewed by the GSGA Finance Committee and Graduate Student Senate.
- It is recommended to present bills 8-10 weeks prior to the event or date(s) of travel. If a bill to be presented is in advance of this time window, the GSGA Finance Committee reserves the right to delay presentation.
- Bill Guidance:
 - The maximum net request for bills is \$12,500.00. If the per person cost is \$500.00 and below, the maximum net request is \$20,000.00.
 - The maximum per person cost is not to exceed \$1,000.00.
 - Bills for service events are not to exceed \$15,000.00 in requested funding.
- Bill amounts can be adjusted via the GSGA Treasurer or Advisor before the meeting in which it is being presented. During the Senate meeting, the bill amount can only be changed through an amendment presented by a voting member of Senate or the presenting representative.
- Student Contributions:
 - A student contribution should be included in any student travel bill.
 - It is recommended to use the Student Contribution Calculator to identify this amount. There is a minimum of \$25.00. Student contributions can exceed the recommended amount by the calculator.
 - Events occurring on the campus of High Point University, or local service events in the greater North Carolina-Piedmont Triad region, do not require a student contribution.
 - The Graduate Student Government Association does not cover food expenses. Students paying for their own meals during a trip is not considered a contribution to the overall cost of the trip.
 - Student contributions must be paid to GSGA by either cash or a passport reader (provided by GSGA) to the leader or treasurer of the organization or program.
- For events being held on campus, organizations or programs may include food catered by Aramark / Harvest Table in the cost of the bill. Food not catered by Aramark / Harvest Table may be included in the cost of the bill only if it has been approved by Office of Student Life and does not exceed one-hundred fifty (\$150.00) dollars.
- The GSGA Finance Committee can approve bills totaling less than or equal to two thousand five hundred dollars (\$2,500.00).
- Bill Submission for Unchartered Organizations:

- If an organization is undergoing the GSGA charting process, a bill may be presented by the representative of their associated program in order to receive possible funding.
- After Action Reports (AAR):
 - Organizations and programs are to submit an After-Action Report to GSGA no later than two (2) weeks after the event or trip. The GSGA Finance Chair will review all AARs and further clarification may be requested before approval is given.
 - Any unused funds after approval of the After-Action Report will be returned to GSGA.
 - Any organization or program that receives funding from GSGA is required to provide a report, including photos, during the Senate meeting that follows approval of the AAR.

Fundraising

- Fundraising activities by student organizations or programs require prior approval from the GSGA Advisor and must follow established procedures, including reporting and accounting for funds. If a tax credit is needed, the Office of Institutional Advancement will need to be contacted for approval.
- Ethical conduct and adherence to all relevant laws and regulations is expected. Violations will result in the organization or program being placed in bad standing.
- Fundraising activities cannot involve any form of gambling. Examples of fundraising activities can be found in the HPU Guide to Campus Life (<https://www.highpoint.edu/studentlife/studentguidetocampuslife/>).
- The use of HPU's name, marks, and any unaffiliated sponsor's names on promotional materials must be reviewed and approved by the HPU Office of Communications.
- Funds raised must be used for the non-profit purposes of the sponsoring organization and cannot result in personal monetary gain for members or officers.
- Funds raised must be deposited into a GSGA organization or program account before being used.

Seed Money

- If an organization or program does not have the initial funding used to create a fundraising event, the organization or program may petition the GSGA Finance Committee to obtain initial funding.
- Any seed money allocated to a program or organization by GSGA will need to be reimbursed to GSGA no later than two (2) weeks after the event. Any profits beyond the funds loaned by GSGA are available to the organization or program.

Gifts and Donations

- High Point University is a registered 501(c)(3) non-profit organization.
- Gifts to the University are tax-deductible to the extent allowed by federal law and IRS tax code. Donors are encouraged to consult their tax or accounting professional for guidance.
- Soliciting corporate sponsorships requires review and approval by HPU. The GSGA Advisor must be contacted in advance before the solicitation is made.
- Various charitable giving options are available, including but not limited to:
 - Direct gifts through wire transfers, securities transfers, or checks.
 - Planned gifts through wills or estates.
 - Endowed scholarships and funds.

Finance/Procurement Policy

Purchase Request Process

- Organizations and programs in good standing are to submit purchase requests, ideally no less than four (4) weeks before an item is needed. Time needed for approvals, ordering, and processing should be considered.
- Purchase requests include but are not limited to:
 - Invoices
 - Store card requests
 - Amazon orders
 - Approved vendor product orders
- All purchases must be from HPU approved vendors. Please see the Preferred Vendors list on the GSGA website.
 - Note: Amazon and Lowes Home Improvement are great vendors the University has a direct ordering pipeline with.
- Approved store cards include:
 - Walmart
 - Food Lion
 - Hobby Lobby
- Directions for purchase requests will be provided at the Graduate Student Senate refresher meeting that takes place at the beginning of each semester.

Catering

- Harvest Table must be contacted first for all catering requests.
- If Harvest Table is unable to accommodate the location or date of the event, catering may be arranged outside of HPU.
- Any food requests totaling \$150.00 or more must be provided by Aramark / Harvest Table. Only food requests under \$150.00 may be allowed through the store card or reimbursement process.
- Aramark / Harvest Table can be reached at catering@highpoint.edu or by using their online ordering system, CaterTrax (<https://hpu.catertrax.com/>).

Reimbursements

- Only provided for food totaling less than one hundred fifty dollars (\$150.00).
- Reimbursement for advisor(s) meals may not exceed a maximum of forty (\$40.00) dollars per day. Advisor(s) must provide receipts for all meals to be reimbursed, and appropriate reimbursement documents must be submitted through a purchase request.

Travel Policy

Travel for student groups must follow a specified university-established process for approval, booking and reconciliation. This is to ensure the safety of students and faculty/staff, the best travel experience, and appropriate business accounting.

Travel Request

- The travel booking information form should be completed a minimum of six (6) weeks before the event and should include the following:
 - Organization information
 - University employed chaperone information and advisor agreement
 - Traveler information
 - Lodging and transportation information
 - Other details pertinent to the travel booking request

Registration and Event Fees

- Students are not permitted to pay registration fees together or individually. The GSGA Advisor is to be contacted by the organization or program Advisor to register for the event.
- For registration fee invoices, a GSGA Finance Request will be required for processing.
- If a student does pay for their registration, they will not be refunded and the associated organization or program is subject to being placed in bad standing.

Waivers

- A travel release waiver is to be completed by all travelers for any overnight trip.

Transportation

- Airfare:
 - Flight purchases require consultation with the Office of Student Life before submission of a bill.
 - It is assumed that the cheapest airfare within reason will be purchased with funding provided from the approval of a bill. Funding that is overestimated will be returned to GSGA upon final purchase of the airfare.
 - All groups are required to use a travel agent provided by the Office of Student Life for booking flights.
 - Travel agent booking fees may apply. They depend on the number of travelers, travel request parameters, and services requested. Estimated

agent booking fees range from \$20-30 per person. Note: Travel arrangement itinerary changes after booking may incur additional fees.

- For international travel, Graduate Student Government Association funding may only be used if all flights depart from the same airport.
- Organizations may include the cost of air travel one (1) checked bag per person attending the trip.
- Ground Transportation:
 - Organizations must not contract another transportation service without first consulting High Point University Transportation.
 - Prior to the submittal of a bill, ground transportation, except for personal vehicles, must be approved by High Point University Transportation.

Travel Cancellations

- If a student is unable to attend a trip that requires reservations of any kind, the student is expected to find a replacement for all transferable costs. If no student replacement can be found the organization is expected to return all losses to GSGA.
- For non-transferable costs or costs that are unable to be refunded, GSGA will only cover the cost under the following excused circumstances, provided proper documentation:
 - Serious illness
 - Family obligation or emergency (i.e. death or illness)
 - All other approved at the discretion of the GSGA Advisor

Other Guidelines

- Payment without GSGA approval will not be reimbursed under any circumstance. If payment is made prior to approval, the organization or program will be placed in bad standing.
 - Examples include but are not limited to:
 - Fees
 - Registration
 - Flights
 - Lodging

Meetings

- Refresher Meeting:
 - The GSGA Treasurer is to present a finance update at the GSGA Senate refresher meeting each semester.
 - The GSGA Treasurer or President is to communicate GSGA Finance and Travel Codes.
 - The GSGA Treasurer and Executive Committee are to provide step-by-step training to representatives on how to submit bills, budgets, and purchase requests.
- Senate Meetings:
 - The GSGA Treasurer is to present a finance update at all GSGA Senate meetings throughout the academic year.
- Account Balances:
 - The GSGA Treasurer is to provide each organization and program with a current account balance upon request.
 - It is the duty of the organization or program Treasurer to maintain a record of their account balance.

The GSGA President, Treasurer, Finance Committee, and Executive Cabinet retain discretion for matters not covered in these codes.