

FUNDING CYCLE: January 1, 2023 – December 31, 2023

The School of Medicine Alumni Association allocates funding to the Office of Student Affairs and Career Development. In turn the Office of Student Affairs manages and allocates these funds for all student organizations activities, travel, and events.

All Student Organizations and Interest Groups are required to maintain accurate and complete financial records of all receipts and expenditures. The Office of Student Affairs does not keep a running tally of your individual expenses until late in the year. The student organization treasurer or the financial appointee for the group must approve all purchases. Please do not approach the Alumni Office for additional funding.

ORDERING SUPPLIES

Supplies can be purchased one of two ways:

1. Procard (preferred method) Maximum amount per transaction \$1000.00

The University Procurement (Procard) Card is a Visa credit card that is linked directly to a University index number. To avoid out-of-pocket spending, the University has issued a Procard to the Office of Student Affairs for student organization use. Student Affairs can use this credit card to make online purchases for student organizations. All orders will be shipped to Student Affairs. You will receive an email when your order has arrived.

[Student Organization - Supply Request Form](#)

2. Personal Reimbursement

You can also purchase supplies yourself and be reimbursed. Maximum \$200.00 per transaction per day or chain per store.

All receipts must show:

- Where the items were purchased – (Store/Company Name on receipt)
- What was purchased (itemized list of what you bought)
- Payment method (via credit card xxx1234)
- Indicate a \$0 balance due.

To request a personal reimbursement, you will need the following information:

- Payee name, access id and mailing address.
The mailing address that you provide must match the address that you have listed in Academica.
- PDF copies of receipts – do not upload images.
- PDF of the flyer/email /invitation regarding the event and why the purchase was made.

Please note: If a payee's name is on the receipt the reimbursement must go to that person and not to the treasurer of your organization.

Reimbursements take 4-6 weeks to process. Checks will be mailed to the address that you provided.

[Student Organization - Personal Reimbursement Form](#)

PROMOTIONAL ITEMS

Promotional items can be purchased with a maximum amount of \$20.00 per student/maximum \$400.00 per student organization (including set-up fees and shipping costs). Items purchased cannot be resold for fundraising purposes.

Vendors: It is University policy that orders for promotional items/apparel by all university student organizations, departments or affiliates must be purchased through a licensed vendor regardless of whether University funds are being used or not.

Here is the list of Licensed Vendors (Note: ordering from a vendor not on this list **is not allowed**):

- 4imprint
- A-1 Screenprinting LLC
- Alternatives in Advertising
- Barnes and Noble Education
- Club Colors Buyers
- Corporate Specialties LLC
- Customink
- Halo Branded Solutions
- I Am Detroit Inc.
- MacKellar Associates
- Magellan Promotions LLC
- Mercury Fulfillment Systems
- Promo Shop
- Publicidentity Inc.
- Shamrock Companies
- University Tees
- Wanda Lee Spencer

Logos:

- The SOM logo must appear on the merchandise. <https://mac.wayne.edu/download>
 - If you have your own group/student organization logo it must be approved by Marketing.
 - Acceptable apparel colors: Black, White, Grey, Green, or Yellow.
- You cannot resell the merchandise for fundraising purposes.
- Important note when using medical imagery: The caduceus is not the correct symbol for medical doctors, or medicine in general. Unfortunately, the caduceus has been misunderstood and misused for over a century. The correct symbol is the Greek god of Asclepius (also referred to as Aesculapius) that represents healing, which is visualized with the single snake wrapped around the staff – this is the only true symbol of medicine.

Procedure for Ordering:

- Step 1: Approval of your logo - Do you have a group/organization logo that you are planning to use? Please send a high-resolution photo or vector file to Allison Gherardini agherard@med.wayne.edu. The image will be forwarded to Marketing for approval. If you do not

have a logo the Office of Biomedical Communications can help you design your logo. Bio-Medical Communications biomed@wayne.edu

- Step 2: Selecting a vendor – All vendors are very competitive. You can see all merchandise by visiting their websites. Once you have selected a vendor contact Allison, she will introduce you to the sales rep who will prepare a quote for you.
- Step 3: Select apparel - You will need to provide the color, style, sizing Information, and logo placement to the vendor so they can give you an accurate quote. All orders take about 4-6 weeks to be processed.
- Step 4: Quote - The vendor will send a quote to you and a mock-up of the merchandise, pending your approval the order a purchase order will be generated.
- Step 5: Delivery - All orders are delivered to Student Affairs, 315 Mazurek. You will receive an email when the order is ready to be picked up.

HONORARIUMS – GUEST SPEAKERS

If you are having a guest speaker (NON-WAYNE EMPLOYEE) and want to pay them a stipend for speaking, below is the paperwork that needs to be completed/submitted by the guest speaker and the student organization. A check will be mailed directly to the guest speaker. **DO NOT PAY SPEAKERS OUT OF POCKET AND EXPECT TO BE REIMBURSED. THIS IS AGAINST UNIVERSITY POLICY.**

Guest Speaker completes these three forms and returns to the student organization.

1. [W9](#) or [W8](#)
2. [New Vendor Form](#)
3. [Supplemental Data Form](#)

Student Organization completes the Honorarium Request Form and uploads all of the speaker's documents including:

1. A copy of the flyer/email /invitation regarding the event.

After submitting this form, a check will be sent to the speaker within 4-6 weeks.

[Honorarium Request Form](#)

CATERING:

Budget: Student Organizations hosting an on-campus event can use their allocated funds to pay for refreshments if certain criteria are met. The maximum amount that student organizations can spend on catering is \$400.00 yearly if approved in your budget.

Criteria:

- You must have a guest speaker.
- The guest speaker cannot be a WSU employee.
- The meeting must be held at the School of Medicine.
- Funding cannot be used to cater your private student organization meetings.
- All catering orders must be placed through the online Catering Form **one** week in advance.

Vendors:

- Jimmy John's: [Jimmy John's](#)
- Jet's Pizza Midtown: [Jet's Pizza](#)

Procedure for Ordering:

- Step 1: Select vendor
- Step 2: Complete [Student Organization - Catering Form](#)
- Step 3: Pick up catering order in Student Affairs. The order will be waiting for you on a rolling cart, along with paper products, plastic utensils, and a sign-in sheet. All organizations are required to have a sign in sheet at the event indicating the name and affiliation of all guests.
- Step 4: Post event – Clean up the room and return the cart and sign-in sheet to Student Affairs.

All food must be served with serving utensils (e.g., spatula) and gloves. All food must be served immediately upon delivery to the room.

WSU and its employees and agents are released and indemnified from all liability for claims or damage including injury or illness associated with the consumption of food or beverage provided for any meeting or event by the student organization, department or outside organization.

If you have questions regarding catering, please contact Nicole Collier ncollier@med.wayne.edu at 313-577-1463.

CONFERENCE TRAVEL**Budget:****Student Organizations Group Travel:**

Support for airfare, lodging and meeting registration is limited to \$500.00 per student or a maximum amount of \$3500.00 per organization per calendar year. Priority will be given to officers or delegates of a student organization. An individual student may receive travel support from your student organization budget for no more than one travel event per year unless approved by the Associate Dean of Student Affairs and Career Development. Students on academic probation are not eligible to receive travel funding.

Excused Absence - All students must receive an excused absence prior to making any travel arrangements (regardless of whether you are on/off service). M3/M4's must complete this form: [M3&M4 Excused Absence Form for Scientific Conferences](#). M1/M2 must receive an excused absence from your class counselor.

Individuals Presenting Research:

Student travel associated with research presentations at national meetings are also eligible for funding. Funds are limited and vary by fiscal year. Support for airfare, lodging and meeting registration will be limited to \$500.00 per student. An individual may receive travel support for no more than one travel event per year and must provide a copy of their poster/oral proof of submission or acceptance letter. Students on academic probation are not eligible to receive travel funding.

Trip Approval Requirements

Student participation in regional, State, and national meetings is highly encouraged. An individual student or student organization representative must complete and submit a Travel Request Form no later than ten (10) business days before the start of a scheduled trip. Travel requests will not be accepted after the fact. If you are traveling as a group only **one** Travel Request Form is needed and should be completed by the Trip Coordinator. When completing this form, you will be asked to provide a list of all students that will be attending the conference/their access id's and mailing addresses. Please make sure everyone in the group receives an excused absence (30 days in advance) and prior to completing this form. Once the trip is approved each traveler is required to complete a Travel Reimbursement Form and provide all necessary receipts, conference agenda and their excused absence approval.

Procedure - Virtual Conferences:

1. Complete the [Virtual Conference Request Form](#) (minimum 10 days prior to the conference)
2. You will receive an email confirmation stating that your conference has been approved/denied.
3. If approved, you may register for the conference and then complete the [Virtual Conference Reimbursement Form](#).

To complete the travel reimbursement, form you will need to upload the following:

- PDF of the program agenda.
- Registration receipt
 - The registration confirmation will not suffice.
 - The receipt must indicate the payment method (cc: xxx1234) and a \$0 balance due.

Procedure - In-Person Conferences:

1. Complete the [Travel Request Form](#) (minimum 10 days prior to trip)
2. You will receive an email confirmation stating that your conference has been approved/denied.
3. If approved, you may register for the conference.
4. When you return from the conference, complete the [Travel Reimbursement Form](#).

Note: If you have receipts that total \$500.00 prior to your departure you may submit them for reimbursement. You do not have to wait until you return to submit them.

To complete the travel reimbursement, form you will need to upload the following documents:

- Excused absence approval email from your counselor (always required)
- PDF of the program agenda. (always required)
- Registration receipt (always required)
 - The registration confirmation will not suffice.
 - The receipt must indicate the payment method (cc: xxx1234) and a \$0 balance due.

- Even if you were not charged for a registration fee you must provide documentation that you were registered.
- Airline ticket receipt
 - Airline ticket must have e-ticket number, method of payment and travel dates.
 - Itineraries and confirmations cannot be accepted.
 - You cannot be reimbursed for reward miles.
 - Do not purchase tickets for one another. The reimbursement must go to the person that paid for the ticket.
- Baggage receipt
- Lodging receipt (if your receipts total \$500.00 you do not have to attach your lodging receipt)
 - The lodging receipt must have your name on it—NO EXCEPTIONS, Main Campus will not reimburse you if your name is not on the receipt. We strongly encourage you to share rooms when possible. If you share a room with your classmate(s) please indicate the students name(s) on the reimbursement form.
 - A method of payment, as well as a zero balance, must be listed on the receipt.
- Gasoline receipts (unless we are paying for mileage)
- Mileage
 - Mileage is 65.5 cents per mile. The starting point is 540 E. Canfield, Detroit, MI 48201 to the conference location. You will be asked to upload a print-out of mile calculator www.randmcnally.com on the Travel Reimbursement Form. Only the driver can be reimbursed, and we ask that you provide a list of students that drove with you on the reimbursement form.
- Taxi/Shuttle Receipts

NOTE: It is very helpful if all your receipts are in PDF format. **The agenda is required in PDF format** - You can scan them all into one document and upload them to the reimbursement form or you can scan them individually to each portal on the form and upload them.

The travel reimbursement form must be submitted within ten (10) days of return from the conference.

Reimbursements take 4-6 weeks to process. Checks will be mailed to the address that you provided unless you have previously set up direct deposit.

Questions regarding travel can be directed to Ms. Gherardini agherard@med.wayne.edu

OFF CAMPUS EVENTS & BANQUETS

For events/banquets being held off-campus student organizations may use up to \$1500.00 to offset the cost of room rental and/or the cost of food & beverage. Alcohol is prohibited at these events. Please contact Ms. Gherardini agherard@med.wayne.edu prior to making any arrangements.

GIFT CERTIFICATES/GIFT CARDS

There is a lengthy approval process for purchasing gift cards. The office of Student Affairs must purchase them for you. Students cannot purchase gift cards on their own and be reimbursed – this is against university policy. Please contact Ms. Collier to assist ncollier@med.wayne.edu

Prizes/raffles/gift certificates - Please visit [SOM Alumni merchandise store](#). The store is in Room 1369 Scott Hall. You do not have to pay out of pocket they will bill against the Student Affairs account index.

PRINTING/DESIGN SERVICES

Student Affairs has a standing account with Biomedical Communications (Room 1367 Scott Hall). Place the order under the name of your student organization and the funds will be withdrawn directly from your Alumni funds. Posters can be printed for conferences through this department. You will need an IRB number so please contact Ms. Collier ncollier@med.wayne.edu or Ms. Gherardini agherard@med.wayne.edu.

PARKING CARDS

Available for guest speakers in Student Affairs. (See Nicole or Tracey)

REQUIREMENT FOR RECEIVING ALUMNI FUNDING – ALUMNI APPRECIATION CALLS:

Each organization must send a minimum of two members (depending on the membership size of the organization) each academic year to volunteer to participate in Alumni Appreciation Calling which is held several times per year. Information will be sent when this process begins.

SEND THANK YOU NOTES/NOTES OF APPRECIATION

The OSA strongly encourages you to send a Note of Appreciation to the Alumni Association for supporting your outreach programs, travel and activities. These notes are posted on their website and allows them to see the impact engagement & donations have had on our students and their education. They also love to see photos of the work that you are doing so please take a few moments to share your gratitude and send them a thank you note! [Send a Thank You note](#)