Forward

After decades of operating with several different policy documents, the SORF Board responded in 2012 to requests from the Student Body to compile and simplify all SORF information into one universal policy statement. It is the Board’s hope that this Manual cuts down on some of the confusion and bureaucratic red tape that has plagued the SORF process for generations of students.

The Manual was adopted by the Board on November 15th, 2012 by a vote of 8-0-0. The Manual combines and supersedes all restrictions, guidelines, standards, Board policy statements, and chairperson directives adopted prior to 11/15/2012.

ALL policies contained in this document not directly cited from the Bylaws may be altered at ANY time by a 2/3rds vote of the SORF Board at a regular or special meeting.

Please email SORF@illinois.edu with any questions, comments, or concerns.

2012-2013 SORF Board Members & Staff

Jim Maskeri, Undergraduate Student Member & Chairman
Shao Guo, Undergraduate Student Member & Vice-Chairman

Brent Cross, Undergraduate Student Member (Confirmed at Fall 2 meeting – selected via open search)
Tom Hough, Undergraduate Student Member
David Huang, Undergraduate Student Member
Terra Peach, Graduate/Professional Student Member
Amit Sangai, Graduate/Professional Student Member
Kasandra Swanigan, Undergraduate Student Member

Jennifer DeLuna, Staff Appointee (4th year)
Herb Jones, Staff Appointee (2nd year of 3 year term)
Gina Lee-Olukoya, Staff Appointee (2nd year of 3 year term)
Joan Campo, ex-officio OBFS representative (Through Fall 2)
Tim Parrish, ex-officio OBFS representative (Starting Fall 3)

Scott Carrico, SORF Program Advisor
Natalie Leoni, SORF Secretary
Dementro Powell, Assistant Director, Illini Union

Aanchal Bhojwani, SORF Project Assistant (Appointed at Fall 2 Meeting)
Matthew Stuart, SORF Project Assistant (Appointed at Fall 2 Meeting)

Application Policy / How to Apply

Any registered student organization in good standing shall be eligible to apply for SORF funds. (Bylaws, V(1)A)
The application for SORF funds must be filed on the authorized form, including all required information, by the appropriate deadlines. (Bylaws, V(1)B)

Allocations shall be made during the fall and spring semesters by the SORF Board. (Bylaws, V(1)C)

RSOs may apply for funding for summer activities, but must do so during the fall or spring semesters. The application and allocation deadlines may be found at: www.union.uiuc.edu/involvement/sorf/ApplicationDeadlines.aspx

RSOs can submit a request in up to 3 funding periods per semester for a total of 6 funding periods within the academic year.

Only currently registered treasurers are authorized to submit funding requests to SORF on behalf of their organization.

The following steps must be completed prior to submitting a funding request to SORF:

1. The RSO must be in active status with the Office of Registered Organizations.
2. The Treasurer must complete the Treasurer's and SORF quizzes with a score of 100%.
3. Organizations must have an established Organization Fund Account (RSO Account) with a positive balance prior to submitting a funding request to SORF. Funding requests will be denied for all organizations that do not have an established RSO Account or have a negative balance in their account on the application deadline of the appropriate funding period for which the organization is applying. Similarly, vouchers will not be processed for organizations choosing to cover costs that exceed SORF allocation if their RSO Account has a negative balance or insufficient funds.

It is critical to read and understand SORF’s policies before submitting an application. Ultimately, it is the treasurer’s responsibility to comply with all policies, procedures, and processes of the University, SORF, and the Registered Organizations Office.

SORF requests must be submitted through CollegiateLink. The treasurer can submit a funding request by following the steps outlined below:

1. Log into CollegiateLink (http://illinois.collegiatelink.net) using your Net ID & AD password.
2. Once logged in, you are automatically taken to your personal Home page.
3. In the Browse Organizations or Jump to text box, type your organization name and select “Go.”
4. Go to “Finance” and move your cursor over the down arrow to get more options.
5. Select “Create a Funding Request.”

**Policy Compliance**
Organizations that receive SORF funding must be in compliance with all policies, procedures, and processes at all times. Those found to be in violation of any policy of the University of Illinois, the Office of Registered Organizations, or the SORF Board will be held responsible for return of any and all funds they received during the time they were in violation of these policies. (Bylaws, V(4)B)

Any organization that attempts to defraud or mislead the Office of Registered Organizations or the SORF Board will be turned over to the Office of the Dean of Students for review, and could be held criminally liable for any funds received under false pretenses. (Bylaws, V(4)C)

All recipients of SORF allocations are responsible for (Bylaws V(3)A):

1. Only using SORF funds for the purpose which they were allocated, unless an adjustment is approved.
2. Expending and accounting for all SORF funds in a manner required by University and SORF Board regulations.
3. Promptly informing the SORF Board of the cancellation of any activities for which funds have been allocated.

General Policy

The maximum amount of money that the SORF Board will allocate to any particular group during an academic year is capped at $8,000.00.

It is the responsibility of all Registered Student Organizations to read and understand all policies and procedures of the University of Illinois, the Office of Registered Organizations, and the SORF Board before applying for SORF funding. (Bylaws, V(4)A)

Before applying the rules listed in this document, SORF will first critically review each application and determine to what extent the activity or event will impact the UIUC campus community before any funding decisions are made. SORF may make adjustments to funding accordingly.

The unspent SORF funds allocated to organizations shall revert to the SORF Board for reallocation 60 days from the funded event/activity/stated purchase date, unless specifically stated otherwise by the Board at the time the allocation is made and approved. (Bylaws, V(1)D)

No organization shall receive more than 5% of the SORF funds available in a year except when overridden by the unanimous vote of all Board members present. (Bylaws, V(2)A)

Each organization must submit a realistic estimate of the specific costs involved for each funding category for which they are submitting a request.

Programs, services and activities must occur within the range of calendar dates established for each funding period. Under normal circumstances, requests for funding outside the funding period will not be considered.
Publicity Requirements

The “Funded by SORF” Identifier (found at http://union.illinois.edu/involvement/sorf/default.aspx) must be visibly included on all advertising, publicity, newspaper ads, etc. for events and materials funded or partially funded by SORF fees. The document(s) must be submitted with the SORF Expenditure Request form to receive reimbursement. Failure to submit the appropriate documentation will result in withdrawal of your SORF allocation.

Forfeiting SORF Allocations

Failure to submit appropriate documentation to collect on SORF allocation within 60 days of the funded event/activity will result in an automatic forfeit of your SORF allocation.

The Office of Registered Organizations will be open throughout the summer and winter breaks (unless otherwise announced). The 60-day deadline for submission of reimbursement packets will apply during any days in which the Office is not closed.

The treasurer will have 10 business days to respond to inquiries from the Registered Organizations Office and attend to problematic issues related to SORF expenditures. Failure to do so will void expenditure request and SORF funding will be forfeited.

Organizations must inform SORF immediately of any cancellation of activities, events, or items, for which funds were allocated. An email must be sent to sorf@illinois.edu with the subject line FORFEIT SORF ALLOCATION. In the text of the email, the following information is required:

1. Organization Name
2. Treasurer Name and Email
3. President Name and Email
4. Funding Period
5. Funding Category
6. Description of Event or Activity
7. Amount Organization is Forfeiting and Why

This notification will allow the SORF Board to manage their budget and redistribute funds to other organizations. Failure to notify SORF of funds that are no longer needed may negatively impact subsequent SORF applications.

General Prohibited Allocations
Allocations cannot be used to fund a different item or expense not included on original SORF application.

Projects, activities, or services found in violation of state law and/or university rules, regulations, policies and procedures or activities will not be funded.

The purchase of lethal weapons or ammunition, tobacco or tobacco products, illegal or illicit substances or devices is not fundable by SORF.

SORF will not fund the purchase of any alcoholic beverages, or any activity or communication which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, sales organization or vendor.

SORF does not fund costs of litigation against the university, of its employees in fulfillment of their duties, or against its students.

SORF does not fund any court actions.

SORF does not fund payments to invest in, or provide capital for any business or commercial enterprise, or intended to generate a profit.

Telephone or electronic facsimile charges are not fundable.

Food is not fundable, unless it is integral to the purposes and goals of the organization.

SORF will NOT fund events or programs:
- Where admission is charged to UIUC students.
- That are not open to the entire university community.
- Which raise money for charity or an RSO.
- That are purely social in nature.
- Involving proselytizing.
- Are considered to be fundraising projects, events, or activities, including supplies/costs associated with such.
- Intended for electioneering or lobbying efforts, activities, fund drives or campaigns.

**Contractual Services**

Registered student organizations may submit funding requests to SORF for fees associated with professional services provided by an individual or group that are directly related to the purpose and goals of the organization. Such requests for payments may include, but are not limited to speakers, lecturers, musicians, comedians, theater performers, referees, judges, and on-site athletic trainers.

Applications requesting contractual service fees that exceed a specified amount may require a biography
or resume of the individual/group and a publicity plan for marketing the event.

Per University guidelines, professional entertainers (musicians, artists, comedians, theater performers) whose contracts are $5000 or more must be co-sponsored by the Assembly Hall, the Krannert Center for the Performing Arts, StarCourse, the Illini Union, or the Illini Union Board (Student Code §2-507). Requests for exception must be made to the Coordinating Committee on Entertainment Events.

SORF will NOT fund:
- Payments to a member or members of a campus organization for services rendered to that organization
- Retroactive salary payments or wages for non-university personnel
- Contractual Services with University of Illinois faculty or staff members
- Contractual Services with University of Illinois students
- Payment for personal coaches defined as the same individual leading the same group in multiple workshops/activities similar in nature.
- Meals for any individual(s) providing contractual services.

SORF will fund 75% of contractual fees.

SORF will fund up to $400 for one mode of transportation for contractor’s domestic or international travel costs associated with this program.

SORF will fund up to $55/night of lodging for each night of the contractor’s activity.

SORF will not fund the same speaker/performer more than once per academic year.

Every contractual service request requires that a speaker biography or résumé, and a publicity plan for marketing the event be submitted to the appropriate SORF Board pre-reviewer.

SORF will fund up to 50% of referee fees for UIUC hosted league games.

SORF will fund up to 50% of judges fees for UIUC hosted events and competitions.

SORF does not fund coaches defined as the same individual leading the same group in multiple workshops/activities similar in nature.

**Rental (facility, equipment, services)**

Registered organizations may submit funding requests to SORF for facility, equipment, or service rentals for programs/activities that are directly related to the purpose and goals of the organization.

Rentals only apply to costs associated with actual events and competitions.

While SORF may provide funding toward the rental, any damages or incidentals are the responsibility of the organization.

**SORF will NOT fund:**
- Facility rentals for retreats on University or non-University property.
- Facility rentals for practices or rehearsals.
- Facility rentals outside the Champaign-Urbana area for events or competitions.
- Costumes or props for events that are not directly related to the purpose and goals of the organization.
- Uniforms.
- Spectators to events.

SORF will fund up to 50% of rental space for home games held at UIUC.

SORF will fund up to 75% of University rentals and up to 50% of non-University rentals.

**Permanent Equipment**

Registered student organizations may submit funding requests to SORF for equipment purchases directly related to the purpose and goals of the organization.

Upon application review, SORF may choose to grant funding towards the cost of individual equipment purchased by an organization. However, this amount will not exceed $5,000 per item.

While SORF may provide funding toward the purchase of equipment, the equipment is the property and responsibility of the organization.

SORF will NOT fund:
- Equipment purchases for housing units including furniture and home improvement projects.
- Equipment intended to be used for resale for fundraisers or other purposes.
- Equipment considered as weaponry including firearms, ammunition, knives, etc.
- Equipment designed specifically for use with alcoholic beverages or illegal substances.
- Equipment considered as party supplies, decorations or arts and crafts.
- Equipment regarded as costumes, uniforms, or T-shirts.
- Gift-related or promotional items showing recognition or appreciation such as plaques, scholarships, awards, trophies, medals, gift cards, prizes, donations, door prizes, participation prizes, etc.

A maximum of $30 worth of office supplies (paper, staplers, pens, etc) can be requested.

SORF will fund up to 50% of permanent equipment.

**Film**

Registered organizations may submit funding requests to SORF for the “rights” or permission to show a film.
The event or activity in which the film will be shown must be directly related to the purpose and goals of the organization.

While SORF may provide funding toward film costs, obtaining a valid film license or proof of permission to screen a film is the responsibility of the organization.

If organization is planning to purchase a film with viewing rights, a funding request must be submitted under Permanent Equipment Funding Category as the film becomes property of the RSO.

SORF may fund facility, equipment, and/or projectionist costs associated with showing the film. RSOs must apply for these expenses under Rental Funding Category.

SORF will fund up to 75% of film rights/viewing privileges.

Publications / Communications

Registered organizations may submit funding requests to SORF for publications (journals, magazines, newspapers, etc.) that are directly related to the purpose and goals of the organization.

SORF will NOT fund:

- Communications designed to honor, thank or congratulate an individual or group.
- Communications designed to publicize a fundraising event or to raise funds directly for the organization or to benefit others.
- Costs for design work for logos, letterhead, program covers, etc.
- Communications in a language other than English (unless the English equivalent is printed as well).
- Postage (unless publications are paramount to the RSO’s mission).
- Personal or classified ads (SORF will fund display ads only).
- Decorations, arts, or crafts to design signage for or at events.
- Brochures, pamphlets, or programs.

SORF will fund up to 50% for production of journals, magazines, or newspapers up to 4 per semester.

Every request for the production of journals, magazines, or newspapers must include a distribution plan.

SORF will fund copies/flyers at $.10 for the first 100 and $.05 for every copy/fluer up to a total of 500 copies/fliers; newsletters at $.20 each up to a total of 500; Newspaper ads at $60 each, up to 2 ads per event.

Travel

(Maximum allocation for any single trip is $3,500.)

Registered Organizations may submit funding requests to SORF for travel expenses including transportation, lodging, and registration/admission fees for members of an organization to participate in
events that directly pertain to the purpose and goals of their organization.

SORF will consider funding educational, competitive, performance, and service travel as defined below:

1. Competitive – Event for which the primary purpose is for students to apply knowledge or skills in a competitive manner in pursuit of recognition.
2. Educational – Event for which the primary purpose is for students to gain knowledge or insight that will enhance the out-of-class experience such as a conference, field trip, or other cultural experience.
3. Performance – Event for which the primary purpose is for students to demonstrate skills or abilities for an audience in an informative or entertaining manner.
4. Service – Event for which the primary purpose is for students to volunteer assistance where the primary beneficiary is a community in need.

Organizations that travel outside of the United States (including Canada and Mexico) for Educational, Competitive, Performance, and Service related trips are required to register with the University of Illinois Study Abroad Office. As a result, groups who do not complete all steps and actions outlined by the Study Abroad Office will not be eligible to receive funding and/or funding reimbursement. See International Travel Guidelines for more details.

If there is a monetary prize or award associated with an event or activity that an RSO is requesting SORF funds for, the organization must choose either utilizing SORF funding or receiving the award. Organizations can not receive both. If an RSO chooses the cash award, they must inform SORF immediately about forfeiting the allocation.

SORF will NOT fund:
- Membership, league or association dues, even if required to attend a conference or competition.
- Rental car fees or vehicle insurance.
- Associated transportation costs such as gasoline, parking, tolls, fines, taxis, travel to/from airport, train or bus station.
- Incidentals associated with lodging such as telephone or facsimile charges, internet, room service, snack bar, safe/lockboxes, parking, etc.
- Incidental travel not on the original application.
- Travel for the primary purpose of entertainment, community building, internal organization business, personal networking, career fairs, proselytizing, group retreats, lobbying, classwork requirements, job searching, and research presentations.
- Travel when similar activities are offered free through University departments and programs.

**SORF does not normally fund travel for students to present their own research. SORF will review the educational content outside of presentations when making funding decisions in these cases.**

SORF will fund only one mode of transportation per trip.

SORF will fund up to $140/person for ticketed travel (domestic and international).

SORF will fund 50% of total mileage [one-way distance] for automobile travel (personal or rented) at $.30 per mile per automobile. [4 people per automobile]
SORF will fund 50% of total mileage [one-way distance] for chartered bus travel at $1.50. [20 people minimum]

SORF will fund up to $55/night/room. [4 people per room]

SORF will fund 50% of registration fees up to $75/person.

SORF will fund 50% of mandatory international travel insurance up to $30/person (includes Canada and Mexico).

**International Travel Guidelines**

International travel must be integral to the mission and goals of the organization.

A detailed travel itinerary must be provided at the time of application for SORF funding.

SORF will not fund international travel to countries where the Study Abroad Office has deemed unsafe at the time of the SORF application. If Study Abroad Office prohibits travel between the time SORF has allocated funding for international travel and the organization leaves, the trip will not take place using any University funds, including SORF. SORF will only reimburse the amount allocated for plane tickets if they have been purchased. The organization should be prepared to incur all other financial obligations associated with the trip in the event that it is cancelled. If the organization chooses to be reimbursed by SORF for the amount allocated for plane tickets, the unused plane tickets must be submitted to the Registered Organizations Office along with appropriate documentation required for collecting on SORF allocation. Plane tickets become the property of SORF and cannot be redeemed at a later date for travel.

Per request of the University, registered student organizations seeking SORF funding to travel outside of the United States are required to register with the University of Illinois Study Abroad Office. As a result, groups who do not complete all steps and actions outlined by the Study Abroad Office will not be eligible to receive funding and/or funding reimbursement.

Please note, that the steps and actions that are required by the Study Abroad Office are outlined below (as of January 17, 2009). Questions regarding this process can be directed to the Short-Term Programs Coordinator, Stacy Billman at sbillman@illinois.edu or 217-333-6322.

1. All groups must designate one person from their RSO that is participating in the travel to serve as the “Group Leader”. This individual will be the contact person communicating with the Study Abroad Office.
2. The Group Leader will complete a Student Group Reporting Form and submit it to the Study Abroad Office, indicating all travelers participating in the activity including advisors and/or professors.
3. All Group Leaders will be required to attend a Group Leader Orientation provided by the Study Abroad Office.
4. Once the Student Group Reporting Form is submitted by the Group Leader, the Study Abroad Office will send an email out to all travelers in the group, outlining any additional steps and pre-departure requirements.
5. All travelers will be required to complete the online forms and attend the Health and Safety Orientation provided by the Study Abroad Office.
6. All travelers will be required to purchase supplemental insurance coverage via the University approved carrier of Cultural Insurance Services International (CISI). The Study Abroad Office helps facilitate the purchase of this insurance and will bill your student account for the insurance and the processing fee.
Any organization submitting funding requests for international travel must be registered with the Study Abroad Office at the time of their SORF application. Failure to complete any forms and training requirements set by the Study Abroad Office will result in forfeit of your SORF allocation for the entire trip including insurance, airfare, lodging, and registration fee.

Specific application deadlines have been set for international travel to allow organizations to complete registration process and training requirements set by Study Abroad Office. Funding requests that are submitted after posted deadlines will be denied.

**Appeals Process**

All registered student organizations are entitled to an appeal of SORF allocation decisions, so long as the appropriate requirements are met. (Bylaws, V(A)1)

All registered student organizations are entitled to an appeal of decisions made by the SORF chairperson pertaining to their allocation, so long as the appropriate requirements are met. (Bylaws, V(A)2)

The SORF bylaws provide all registered student organizations with the right to appeal and request a second hearing on any allocation decision, or to have the full Board review a decision of the SORF chairperson pertaining to their specific allocation(s).

Submission of a new application is required to fund a different item or expense not included on original SORF application. This process is to give RSOs an additional opportunity to present information to the Board that they believe proves that the application in question should have been funded under SORF policy.

In order to file an appeal, please email SORF@illinois.edu with the following information and “REQUEST FOR APPEAL – [Organization Name]” in the subject line. If the appropriate information is not provided, the Board chairperson is under no obligation to move your appeal forward.

1. Organization Name and applicable SORF Application Number(s)
2. Treasurer Name and Email
3. President Name and Email
4. Funding Period of the Original Request
5. Description of Original Request
6. Brief description of why an appeal is sought

Once reviewed by the SORF Board chairperson, the Treasurer and President will receive a return email response specifying any additional information that might be needed, as well as the next steps of the process.

If the RSO submits all of the requested information and clarifies any questions, the Board chairperson shall schedule a hearing for the full Board to discuss the appeal. The appeal may be heard during a regularly scheduled Board Allocation Meeting, or at a special meeting called by the chairperson.
The RSO requesting an appeal may submit whatever documentation they would like to the Board that they believe would justify a reconsideration of their allocation amount/the chairperson’s decision. Additionally, the RSO may give a short presentation to the Board (during the RSO Presentation period), and/or be on hand for questions when the Board discusses the appeal.

**Request for Adjustment**
Submission of a new application is required for changes in funding dollar amount.

Submission of a new application is required to fund a different item or expense not included on original SORF application.

Changes to an event date, time, location, or speaker require submission of a Request for Adjustment to be reviewed by the SORF Board chairperson. An email must be sent to sorf@illinois.edu with the subject line REQUEST FOR ADJUSTMENT. In the text of the email, the following information is required:

1. Organization Name and applicable SORF Application Number(s)
2. Treasurer Name and Email
3. President Name and Email
4. Funding Period of the Original Request
5. Description of Original Request
6. Changes to Be Considered and Why

Once reviewed by the SORF Board, the Treasurer and President will receive a return email response specifying whether the request was approved, denied, or moved by the chairperson to the full Board for discussion.

Requests for Adjustment will be automatically denied if submitted after the event has already taken place, unless it can be proven that extenuating circumstances existed which prohibited action before the event occurred.

The SORF bylaws provide all registered student organizations with the right to appeal and request a second hearing on any allocation decision, or to have the full Board review a decision of the SORF chairperson pertaining to their specific allocation(s). If your organization would like to request an appeal of the chairperson’s decision pertaining to your Request for Adjustment, please file a request under the rules outlined in the “Appeals Process” policy statement.

**Collecting on a SORF Allocation**

All expenses must be in compliance with University of Illinois, the Registered Organizations Office, and SORF.
SORF allocations are NOT automatically transferred into the RSO account. The organization’s treasurer must initiate the payout process following policies and procedures set by the Office of Business and Financial Services and SORF.

SORF is required to compensate the original person or account that paid the expense. If a name appears on a receipt other than the name of the person whom the organization is requesting to be reimbursed, SORF will require secondary documentation showing that individual actually paid the expense. For example if a parent or friend's credit card is used to pay for an expense, documentation is required from the parent or friend, and the payment will be paid directly to the parent or friend.

If expenses are paid from an organization’s outside bank account, the account must be set up as a vendor in the University Banner system in order for reimbursement to be processed. A Vendor Information Form must be completed and submitted with required documentation. Once a Banner Vendor Number is assigned, always include that number on future paperwork in order for payment to be processed to the outside account.

Students who receive a SORF refund will NOT be reimbursed for any expenses. Similarly, reimbursement will not be made to a parent, guardian, relative, friend, etc. that paid on behalf of a student that received a SORF refund.

Any organization that is granted SORF funding MUST submit all required documentation within 60 days of the funded event/activity/purchase date. Failure to meet this deadline will result in a forfeit of the organization’s SORF allocation.

The Registered Organizations Office may at any time request backup documentation related to SORF expenditures. The organization treasurer will be contacted by email. It is the treasurer’s responsibility to respond to any questions the Registered Organizations Office may have about SORF expenditures in a timely manner. The treasurer will have 10 business days to attend to problematic issues. Failure to do so will void processing the expenditure and funding will be forfeited.

The Office of Business and Financial Services is moving toward direct deposit to reduce the number of checks that are processed and mailed to UIUC students. OBFS requires that students enroll in Automated Clearing House (ACH), an electronic transfer system that facilitates direct deposit transactions into your bank account of choice. If you are an employee of the University or receive financial aid, you should already have an account set up with the University.

**General Documentation Requirements**

In order to have your SORF allocation released and transferred into your RSO Account, you must provide a complete packet to the Registered Organizations Office which includes your SORF Expenditure Request, Voucher, and original supporting documentation including but not limited to proof of purchase, proof of payment, and proof of attendance by payee.

Proof of purchase showing that an item was purchased may include a paid itemized receipt, invoice, bill, contract, letter of agreement etc. In some cases item(s) may need to be purchased and requires an invoice, bill, or contract.

Proof of payment verifies amount and payment was made by a specific individual or organization that is seeking reimbursement. Proof of payment may include an account balance sheet from Organization Fund Account/RSO Account, copy of the front and back of a cleared check from the bank, or a bank/credit card.
statement showing the card holder's name, account number, and the charge. Card holder's name, account
number, and the charge must match what is on the original paid receipt.
Proof of attendance may include a nametag, handouts, booklet, agenda, itinerary, roster, schedule, picture,
or other documentation that proves an event took place and the individual/organization participated.

Submission of a SORF Expenditure Request, Voucher, and original supporting documentation will
release the transfer of approved SORF allocation into the RSO Account while simultaneously allowing
payment to be remitted to the payee as indicated on the voucher.

SORF will only release payment of the amount that was allocated by the SORF Board for the specified
expense. If the cost exceeds the amount allocated by SORF, there must be sufficient funds in the
organization’s RSO Account to cover the expense. If there is a negative balance or insufficient funds to
cover the remaining expense, Office of Business and Financial Services will NOT process the voucher to
remit payment.

SORF will only cover items approved by the SORF Board on the original application. No exceptions.

SORF must compensate the original person or account that paid the expense. If a name appears on a
receipt other than the name of the person whom the organization is requesting to be reimbursed, SORF
will require secondary documentation showing that individual actually paid the expense. For example if a
parent or friend's credit card is used to pay for an expense, documentation is required from the parent or
friend, and the payment will be paid directly to the parent or friend.

Do not pay expenses with cash. The Office of Business and Financial Services requires secondary
documentation such as a credit card statement, bank statement or canceled check provided by the bank.

Be cautious before incurring expenses through online purchases/buying (PayPal, Travelocity, Hotwire,
etc.). Often, online businesses do not provide adequate documentation of a purchase and secondary
documentation is required. Organizations need to check with the business before ordering as to the type of
receipt/invoice they will be receiving.

Non-itemized receipts will not be accepted. Invoices must indicate exactly what was purchased and the
method of payment. If purchaser's name does not appear on receipt, backup documentation verifying
proof of payment must be provided. Invoices that show a balance due cannot be reimbursed without proof
of payment.

Itemized counter receipts, or generic receipts (the type that are not pre-printed with a vendor’s name and
address) must be submitted with back-up documentation such as a credit card statement or canceled
check.

All small pieces of supporting documentation (receipts, boarding passes, name tags, etc.) must be taped to
an 8 ½ x 11 sheet of paper. Stapled documents and scraps of paper hanging over sides will not be
accepted.

Contact the Registered Organizations Office for guidance in advance if there are any questions about
documentation requirements.

**Contractual Services Documentation Requirements**

In general, organization must submit an original signed letter of agreement, SORF Expenditure Request, a
completed Voucher, as well as a copy of all publicity materials (to verify acknowledgment of SORF as a
supporter of the event) to the Registered Organizations Office. In addition, copies of publicity materials for the event must be included featuring the phrase “FUNDED BY SORF.” The service provider or outside agent may want to use their contract for the event, but the contract will not be with the University of Illinois. The contract must be between the RSO and the service provider (artist, agent, etc.), never the University of Illinois.

It is possible that payment can be made BEFORE or AFTER services are rendered. Once you are allocated funding, work with SORF to discuss payment process, especially if your organization has multiple funding sources for the event.

Full payment for contractual services must be processed through the RSO Account. The University is required to report payees earned income to the IRS.

In general, organization must submit an original signed letter of agreement, SORF Expenditure Request, and a completed Voucher to the Registered Organizations Office. The service provider or outside agent may want to use their contract for the event, but the contract will not be with the University of Illinois. The contract must be between the RSO and the service provider (artist, agent, etc.), never the University of Illinois.

If the individual/group has never been paid by the University before, a Vendor Information Form must also be completed and submitted with required documents. The Vendor Information Form allows the University to assign a Banner Vendor Number to that individual/group in order for payment to be processed.

It is NOT permissible to reimburse an RSO’s outside bank account for payment of contractual services. However, if your organization received funding from other University sources and they do the contracting, it is allowable to reimburse a department or unit affiliated with the University. Organization must provide a letter of agreement/contract and proof of payment by that department/unit. These documents must accompany completed SORF Expenditure Request and Voucher. SORF will pay at most the amount that was granted to the organization for specified item(s).

Publications/Communications Documentation Requirements

The “Funded by SORF” Identifier (found at http://union.illinois.edu/involvement/sorf/default.aspx) must be visibly included on all advertising, publicity, newspaper ads, etc. for events and materials funded or partially funded by SORF fees. An original copy of such communications must be included with required documentation before payment will be released. Failure to do so will result in withdrawal of your SORF allocation.

Payment can be made directly to vendor listed on invoice or as a reimbursement. For payment of publications/communications items, provide an original bill/invoice with information to include: 1) name and address of vendor/business 2) item(s) and amount to be paid. SORF will pay at most the amount that was granted to the organization for specified item(s).

If the vendor/business/payee has never been paid by the University before, a Vendor Information Form must be completed and submitted. This allows the University to assign a Banner Vendor Number to that individual/group in order for payment to be processed.

For reimbursement of publications/communications, provide a paid, itemized receipt and proof of payment by payee. These documents must accompany completed SORF Expenditure Request and Voucher. SORF will pay at most the amount that was granted to the organization for specified item(s).
Permanent Equipment Documentation Requirements

Payment can be made directly to vendor listed on invoice or as a reimbursement. For payment of equipment items, provide an original bill/invoice with information to include: 1) name and address of vendor/business 2) item(s) and amount to be paid. SORF will pay at most the amount that was granted to the organization for specified item(s).

If the vendor/business/payee has never been paid by the University before, a Vendor Information Form must be completed and submitted. This allows the University to assign a Banner Vendor Number to that individual/group in order for payment to be processed.

For reimbursement of equipment items, provide an original, paid itemized receipt with proof of payment by payee in order to receive the money granted by SORF towards the equipment purchase. SORF will pay at most the amount that was granted to the organization for specified item(s).

Rental Documentation Requirements

Payment can be made directly to vendor listed on invoice or as a reimbursement. On-campus/University rentals are typically debited from the RSO Account/Organization Fund Account by the department/facility providing services; therefore payment will be made as a reimbursement to the organization. Proof of payment can be verified with an invoice and supplemented with an account balance sheet, showing charges were deducted from the RSO account.

If the charges were not automatically debited from RSO Account, provide an original bill/invoice with information to include: 1) name and address of vendor/business 2) item(s) and amount to be paid. SORF will pay at most the amount that was granted to the organization for specified item(s).

For payment of off-campus/non-University rental items, provide an original bill/invoice with information to include: 1) name and address of vendor/business 2) item(s) and amount to be paid. SORF will pay at most the amount that was granted to the organization for specified item(s).

If the vendor/business/payee has never been paid by the University before, a Vendor Information Form must be completed and submitted. This allows the University to assign a Banner Vendor Number to that individual/group in order for payment to be processed.

For reimbursement of off-campus/non University rental items, provide an original, paid itemized receipt with proof of payment by payee in order to receive the money granted by SORF towards the rental. SORF will pay at most the amount that was granted to the organization for specified item(s).

Film Documentation Requirements

Payment can be made directly to vendor listed on invoice or as a reimbursement. For payment of film rights/viewing privileges, provide an original bill/invoice with information to include: 1) name and address of vendor/business 2) item(s) and amount to be paid. SORF will pay at most the amount that was granted to the organization for specified item(s).

If the vendor/business/payee has never been paid by the University before, a Vendor Information Form must be completed and submitted. This allows the University to assign a Banner Vendor Number to that individual/group in order for payment to be processed.
For reimbursement of films rights/viewing privileges, provide an original, paid itemized receipt with proof of payment by payee in order to receive the money granted by SORF towards the film rights/viewing privileges. SORF will pay at most the amount that was granted to the organization for specified item(s).

**Travel Documentation Requirements**

Each traveler must provide the Registered Organizations Office with proof that travel was made for its intended purpose with documentation such as a boarding pass, e-ticket, ticket stub, or luggage tag.

Each traveler must provide proof of attendance such as a conference brochure, nametag, handouts, itinerary, a sports schedule, roster, picture, or other documentation that proves an event took place, and the individual/organization participated.

Payment will only be made as a reimbursement for travel related items. Provide an original, paid itemized receipt with proof of payment by payee in order to receive the money granted by SORF towards specified travel related item(s). SORF will pay at most the amount that was granted to the organization for specified item(s).

Automobile travel (personal, rental, chartered)
Gas receipts are not acceptable. A MapQuest or GoogleMaps printout with starting and ending location, route, and mileage is required. Mileage will be verified. SORF will only reimburse mileage to and from the event. Mileage beyond the intended destination or departing from locations other than Urbana-Champaign, IL will be subject to review and may be denied. Mileage will not be paid as a lump sum to the organization. Each driver must submit MapQuest for mileage reimbursement.

Ticketed travel (train, plane, bus)
Provide E-ticket confirmation with flight itinerary that includes traveler’s name, dates, departure and arrival locations, and ticket price. Receipt must be supplemented with proof of payment by payee. One original boarding pass, ticket stub, or luggage tag is required as proof that travel was taken for intended purpose that money was allocated toward.

Fees (conference, registration, admission, tournament, competition)
Provide paid, itemized receipt of fees with proof of payment by payee. For sport-related fees, documentation may include verification on business/organization/university letterhead showing RSO’s name, date of event, and amount paid in full by organization.

Lodging (hotel, hostel, host family, dorm)
Provide an original hotel check-out slip or receipt on business letterhead showing room number, dates stayed, number of nights, and charges paid. Receipt must be supplemented with proof of payment by payee.

**International Travel Documentation Requirements**

Follow the Travel Documentation Requirements for ticketed travel, fees, and lodging.

The Study Abroad Office bills each individual student’s account for CISI insurance and the processing fee. Provide a copy of the student’s account showing CISI insurance charges were processed to the account to obtain SORF allocation for international travel insurance. SORF will pay at most the amount that was granted to the organization for specified item(s).