

Graduate Student Association

1st General Assembly

Budget Update

19th September 2017

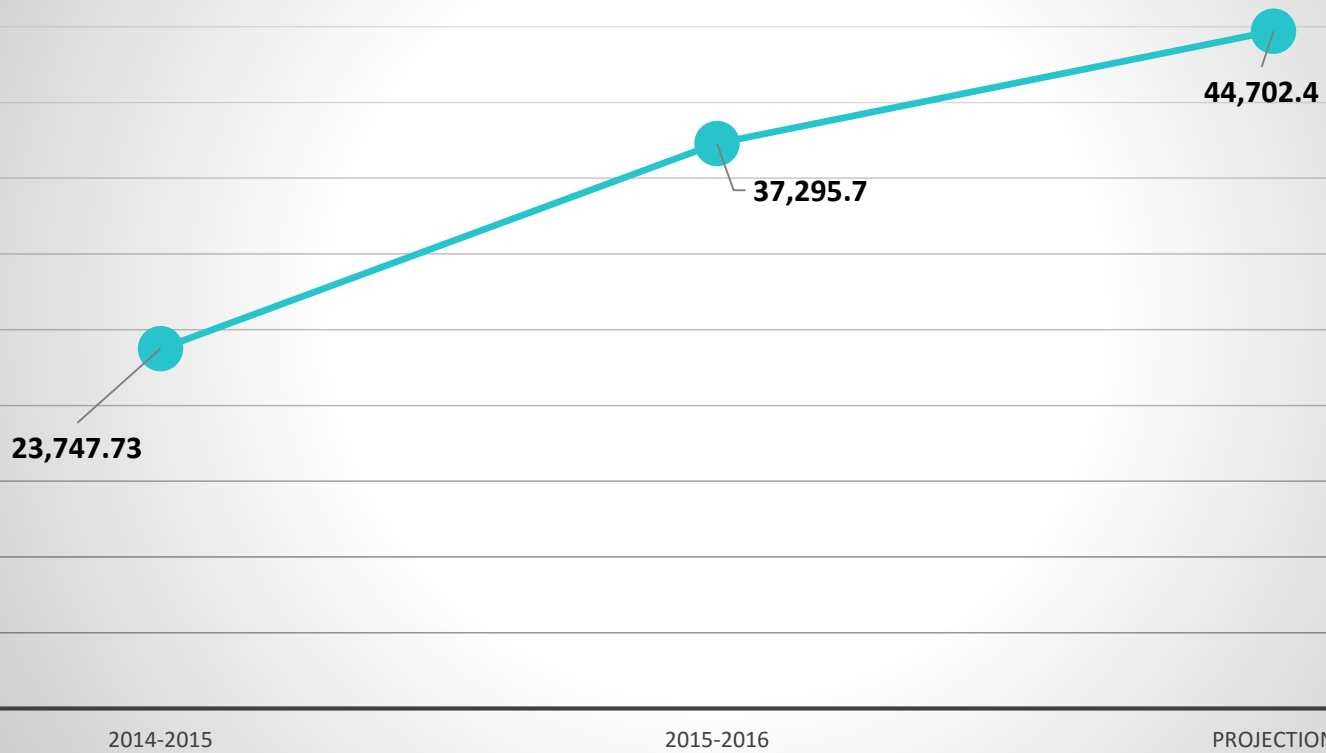


GRADUATE STUDENT ASSOCIATION

THE UNIVERSITY OF TOLEDO

GSA Travel Reimbursement

Total Travel Reimbursement By Year



Budget for 2017-2018

	2017-2018 Proposed	Spent As of Sep. 18th,2017	Remaining
Office	Supplies	\$500.00	
	Computer Equipment	\$500.00	\$0.00
	Subtotal	\$1,000.00	\$0.00
MGRS	Expenses	\$9,500.00	
	Advertising		
	Photocopies/Printing		
Subtotal	\$9,500.00	\$0.00	\$9,500.00
Travel	Graduate Travel Reimbursement	\$37,000.00	\$2,409.89
	Officer Travel	\$0.00	\$0.00
	Subtotal	\$37,000.00	\$2,409.89
Communication/Promotional	GSA Advertising Materials	\$2,500.00	\$1,260.92
	Website	-	-
	Postage	-	-
	Subtotal	\$2,500.00	\$1,260.92
Sponsored Programs and Organizations	GSA Research Awards	\$10,000.00	
	Internal Committee Projects	\$2,000.00	
	Graduate and Professional Organizations	\$15,000.00	\$0.00
	Dues for NAGPS	\$500.00	
	Subtotal	\$27,500.00	\$0.00
Stipends and Tuition	President - stipend	\$11,500.00	\$11,500.00
	President - scholarship (Full Tuition & Fee)	\$11,848.23	\$11,848.23
	Vice President - stipend	\$8,000.00	\$8,000.00
	Vice President - scholarship (Half tuition)	\$7,636.56	\$7,636.56
	Treasurer - stipend	\$6,500.00	\$6,500.00
	Treasurer - scholarship (Half tuition)	\$7,636.56	\$7,636.56
	MC Secretary - stipend	\$1,850.00	\$1,850.00
	HSC Secretary - stipend	\$1,850.00	\$1,850.00
	Communication Specialist	\$1,500.00	\$1,500.00
	College of Graduate Studies	\$10,500.00	\$10,500.00
	Subtotal	\$68,821.35	\$68,821.35
Total Allocated	\$146,321.35	\$72,492.16	\$73,829.19
Total Budget	\$154,000.00		
Unallocated	\$7,678.65		

Officer Tuition and Stipend Change

- Previous years – Tuition scholarship & fees change depending on the program
- E-board has voted for fixed dollar amounts for the tuition & fees for the E-board members
 - **President:** \$11,500 stipend + \$11,500 tuition + \$500 fees = \$23,500
 - **Vice President:** \$8,000 stipend + \$7,700 tuition = \$15,700
 - **Treasurer:** \$6,500 stipend, \$7,700 tuition = \$14,200
 - **HSC Secretary:** \$1,850 stipend, \$200 tuition (\$100/semester) = \$2,050
 - **MC Secretary:** \$1,850 stipend, \$200 tuition (\$100/semester) = \$2,050
 - **Communication Specialist:** \$1,500 stipend, \$200 tuition (\$100/semester) = \$1,700
- These will be in effect next year



Funding Events of Graduate & Professional Organizations

- Graduate & professional organizations are eligible to apply for funding for events that benefits graduate students
- Submit an application as a **word document** addressing the questions listed in,
<https://graduatestudentassociationblog.wordpress.com/funding/>
- Applications must be submitted to GSA email (copy treasurer : geethika.liyanage@rockets.utoledo.edu) **at least two weeks before** the GSA general assembly meeting!!
- Will be reviewed to by the 'Budget Review Committee' and put forward to the GSA representatives.
- You will be given the chance to present your event. The general assembly will be given the chance to ask questions and vote on funding.



Travel Reimbursements

- E-board has voted to keep the previous years travel reimbursement rates considering the increasing number of requests every year
 - E-board members, Representatives, MGRS coordinators - \$400.00
 - Active member - \$300.00
 - Inactive member - \$100.00
- **Before applying for travel reimbursements, carefully review the instructions in the GSA website,**
<https://graduatestudentassociationblog.wordpress.com/travel-funding-process/>
- If any questions, contact GSA treasurer **Geethika Liyanage** by email
geethika.liyanage@rockets.utoledo.edu
- So far, **25 reimbursement requests** received and **13 was processed** with an amount of \$2409.89.



Important Policies Regarding Travel Reimbursements

Active Status

- Can become an active member by
 1. Attending two GSA general assemblies
 - Attending 2 GSA Committee Meetings counts as 1 General Assembly Meeting
 - Attending 4 GSA Committee Meetings counts as 2 General Assembly Meetings
 2. Volunteer at the Midwest Graduate Research Symposium
- Active status is valid for 6 months from the date of becoming and active member

Deadline policy

- Must submit the pre-travel application **2 weeks before the conference!!**
- Must Submit the related documents with the signed IRR form (hard copies) **within two weeks of return from the conference!!**
- **NO EXCEPTIONS to these rules!!!**



Important Policies Regarding Travel Reimbursements cont..

Possible International travel policy

- New policy to all graduate students seeking funding from GSA will be required to submit an OneStep Travel Registration form located in the CISP website
- This is for any UT employee or student who travel internationally for UT business and must be submitted regardless of the funding source.
- **Policy effective date is not confirmed.**
- GSA will provide updates to General Assembly when more details are available.



THANK YOU !

Any questions related to the GSA travel reimbursements or event funding please direct them to

GSA email graduatestudentassociation@gmail.com or

GSA treasurer Geethika Liyanage on geethika.liyanage@rockets.utoledo.edu.

More information can be found in the GSA website.
<https://graduatestudentassociationblog.wordpress.com>

