

Student Bar Association  
Internal Budgetary Committee Procedures and Guidelines



2022-2023

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Treasurer

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## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION AND ACCOUNT OVERVIEW .....</b>	<b>1</b>
<b>2</b>	<b>STUDENT ORGANIZATIONS .....</b>	<b>2</b>
2.1	GENERAL PROVISIONS .....	2
2.1.1	<i>Basic Budgetary Overview and Summary of Procedures.....</i>	2
2.1.2	<i>Spending Guidelines.....</i>	2
2.1.3	<i>Student Organization Treasurer Recordkeeping .....</i>	3
2.1.4	<i>Yearly Rollover .....</i>	3
2.1.5	<i>Semesterly Rollover .....</i>	3
2.1.6	<i>Overspending .....</i>	3
2.1.7	<i>Special Considerations for Gift Cards .....</i>	3
2.1.8	<i>Bon Appetit Catering.....</i>	4
2.1.9	<i>Individual Student Organization Accounts .....</i>	4
2.1.10	<i>Restricted Accounts.....</i>	4
2.1.11	<i>Donations and Fundraising .....</i>	4
2.2	STUDENT ORGANIZATION FUNDING ELIGIBILITY.....	6
2.3	SEMESTERLY BUDGET ALLOCATION PROCESS .....	6
2.4	PROCEDURES FOR USING ALLOCATED FUNDS.....	6
2.4.1	<i>Procedures for Purchasing Goods .....</i>	7
2.4.2	<i>Procedures for Payment of Services .....</i>	8
2.4.3	<i>Co-Sponsored Events.....</i>	8
<b>3</b>	<b>LSDAC FUND .....</b>	<b>10</b>
3.1	LSDAC MISSION .....	10
3.2	RECEIVING LSDAC FUNDS.....	10
<b>4</b>	<b>TRAVEL FUND .....</b>	<b>11</b>
4.1	TRAVEL FUND LIMITS.....	11
4.2	PROCEDURES FOR APPLYING FOR TRAVEL FUNDS.....	11
4.3	TRAVEL REIMBURSEMENT PROCEDURE.....	11
<b>5</b>	<b>GENERAL SBA FUND.....</b>	<b>13</b>

## 1 INTRODUCTION AND ACCOUNT OVERVIEW

This guide was prepared by the Internal Budget Committee (IBC) and is available to all students for reference. IBC is a committee within the Student Bar Association (SBA) of Lewis and Clark Law School. The SBA Treasurer serves as chairperson of the IBC. Please direct all Treasurer-related email inquiries to [sbatreasurer@lclark.edu](mailto:sbatreasurer@lclark.edu). The SBA Treasurer for the 2022–23 academic year is Jessica Fauble. If you have an urgent question, please contact Jessica by text at (503) 388-1289.

It is the goal of SBA and IBC to establish a budgetary process that is transparent, efficient, and simple. This guide is produced with the sole purpose of assisting student organizations and individual students with understanding and navigating the budgetary process.

The SBA oversees 4 accounts:

1. **The student organization account:** This account is used to provide funding for Lewis and Clark Law School's many student organizations. The goal for this funding is to facilitate the student organizations' ability to bring students together based on their interests and to develop connections with members of the greater legal community. This is generally the largest account.
2. **The Law School Diversity Action Committee (LSDAC) account:** This is a modest budget overseen by SBA's Vice President of Equity & Inclusion, and provides funding for activities that further LSDAC's goals of amplifying and improving diversity at Lewis & Clark.
3. **The travel account:** This account provides funding to students for travel expenses related to the law school, such as providing funds for students to attend an out-of-town conference.
4. **The general SBA account:** This account funds all SBA events (such as Barrister's Ball) and the presidential discretionary fund.

The SBA allocates funds from these accounts under different circumstances and utilizing different procedures. More specifics on each account are provided in the remaining four chapters of this guide.

## 2 STUDENT ORGANIZATIONS

This section focuses on information and procedures relevant to Student Organizations. Student Organizations' treasurers should read this section in its entirety upon beginning their role and should review it each semester as a refresher.

Section 2.1 provides general information that student organizations will need to know. Section 2.2 explains the criteria for eligibility for Student Organization funding. Section 2.3 then walks through the process to apply for and receive funding through SBA, and finally, Section 2.4 explains the process for using allocated funds.

### 2.1 GENERAL PROVISIONS

The following sections provide important miscellaneous information relevant to student organizations.

#### 2.1.1 BASIC BUDGETARY OVERVIEW AND SUMMARY OF PROCEDURES

Student organizations apply for funds from the SBA on a semesterly basis. SBA then allocates funding to organizations that applied based on its discretion and an analysis of several factors. Student organizations do not receive those funds as cash but are guaranteed receipt of those funds for any acceptable use that conforms with the Spending Guidelines upon following the proper procedures as indicated in this guide. There are different procedures for purchasing goods and services. Goods are generally purchased directly by a student who then files for reimbursement. Services, on the other hand, are paid directly by the school, and students should not pay directly for services as they will not be eligible for reimbursement. In short, student organizations are allocated funds, which they can then use to purchase goods by incurring expenses and filing for reimbursement, or for services by coordinating with the SBA Treasurer for direct payment.

#### 2.1.2 SPENDING GUIDELINES

SBA Funds can only be used to pay for items and services that conform to SBA's spending guidelines. If in doubt, please contact the SBA Treasurer in advance to determine if a proposed purchase will be allowed.

SBA funds may not be used for an illegal purpose.

SBA funds may not be used to directly fund any student clerks, clerkships, externships, internships, or other employment activity.

SBA will fund a maximum of one-half of registration dues/ national dues.

SBA funds may not be used to make a charitable donation.

SBA funds must be used for programming available to the entire student body. SBA adopts a broad interpretation of "programming" that includes both educational and social events and activities. SBA considers events advertised in the Law School Events and Announcements emails with sufficient advance notice to be available to the entire student body. Advertising through posters on campus may also satisfy the requirement.

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### 2.1.3 STUDENT ORGANIZATION TREASURER RECORDKEEPING

Student organization treasurers are required to maintain their own financial records, to be overseen by the SBA Treasurer. The SBA Treasurer will provide a link to a Google Sheets file with sheets for every student organization receiving funds, with each organization's sheet being listed along the bottom tabs via their abbreviation. No student organization will be able to edit any cells except those corresponding to their own organization. Permission will be granted to both the student organization's president and treasurer via their lclark google accounts to edit these sheets.

Listed in the top left of your sheet will be the organization name, and the amount that the SBA has allocated to your organization for the semester. You will not have permission to edit this information. The table below is used for your organizational expenses, which your organization (President and Treasurer) will have the permission to edit. As expenses are incurred and reimbursement forms are filed, this sheet will be a record of all expenses that are filed for reimbursement. When filling out and turning in reimbursement forms, the student organization's treasurer should ensure that this information is up to date. This information will be reviewed and corrected if necessary by the IBC upon evaluation of the reimbursement form. Failure to keep accurate records will be a consideration during future semester budget applications.

That total amount will automatically feed back to the master balance sheet, which will inform the SBA IBC how much each organization has spent of their allocated amount and whether the SBA is on track to utilize its full semesterly budget. A full demonstration of this system will occur at the Treasurer Training event.

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### 2.1.4 YEARLY ROLLOVER

The SBA's funds are provided by the school on a "use it or lose it" basis. Unused funds do not carry over between school years, as the end of the fiscal year requires that the SBA's funds are returned to the school's general account. A successful execution of the SBA budget will see exactly \$0 remaining at the end of the fiscal year.

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### 2.1.5 SEMESTERLY ROLLOVER

Student organizations will be allocated funds for the semester on a "use it or lose it" basis to prevent student organizations from stockpiling, and to incentivize healthy spending. Any funds allocated to a student organization will not be available the following semester and should be utilized in full for the semester that they are allocated.

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### 2.1.6 OVERSPENDING

Student organizations are only guaranteed reimbursement for the amount that the organization was allocated at the beginning of the semester. If a student organization spends beyond their allocated amount, SBA will generally not reimburse the excess amount. If there is room in the budget, SBA may, in its sole discretion, reimburse the excess amount. If SBA reimburses an amount over the allocated amount during the fall semester, the excess amount may be subtracted from the amount allocated to that organization in the Spring semester.

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### 2.1.7 SPECIAL CONSIDERATIONS FOR GIFT CARDS

Gift cards can never be used as payment for services. Services always need to be paid directly by the school (see [Section 2.4.2](#)). However, gift cards are acceptable for things like drawing prizes, meals for attendees of virtual

events, or honoraria. A gift card is treated as a cash payment and considered taxable income to the recipient. This means that the school requires, at a minimum, the name of the recipient. This should be included on a request for reimbursement for gift cards. The school may also require a W-9 from the gift card recipient. Typically, a W-9 is not needed, especially when the gift card is low in value. However, the school retains the right to request a W-9 for any gift card recipient as a precondition for reimbursement, and a request for a W-9 should be expected for any gift card of a larger amount (over \$100).

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#### 2.1.8 BON APPETIT CATERING

Most expenses incurred by student organizations are for food for various meetings and presentations. Utilizing Bon Appetit catering is an easy way to provide food because there is a streamlined process for payment. Students wishing to utilize the Bon Appetit catering service can opt in when completing the “room reservation form” online. Simply check the relevant box on the online form, and email Linda Lopeman with your request. After confirmation with Linda, email the SBA Treasurer (sbatreasurer@lclark.edu) to confirm that the amount to be charged is attributed to the correct organization for the correct amount.

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#### 2.1.9 INDIVIDUAL STUDENT ORGANIZATION ACCOUNTS

With few exceptions, student organizations do not have their own accounts. Student organizations have the option of filing for their own account. In the interest of budgetary efficiency, applications will only be considered if an organization receives enough donations or financial contributions from outside sources to warrant the need for their own independent account.

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#### 2.1.10 RESTRICTED ACCOUNTS

Restricted accounts are accounts that do not roll back at the end of the fiscal year, with the money being retained by that department/organization. The school has the power to establish restricted accounts but does so under extreme scrutiny. Any requests or questions regarding the establishment of restricted accounts should be directed to the business office.

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#### 2.1.11 DONATIONS AND FUNDRAISING

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##### FUNDRAISING SOLICITATION

The Development Office manages numerous fundraising requests to alumni, corporations, law firms, foundations, and other individuals. If your organization plans to ask for donations for cash contributions of any amount or non-cash items valued over \$500, **you must receive approval from the Development Office before you begin to solicit**, as we want to make sure we are not asking the same people.

When contacting the Development Office, please supply the following information. This ensures that we respect our donor base by not sending multiple proposals to the same prospective donors.

1. Name of student organization
2. Student contact name
3. Event date, time and location (if applicable)
4. Type of request

- a. How will you contact the potential donor? Phone, letter, personal ask, email?
  - b. Is this an event sponsorship or general donation?
  - c. Are you requesting cash or products?
  - d. What benefits will be offered to the donor?
5. Who do you plan to contact?
  - a. Alumni
  - b. Corporation/law firm/business
  - c. Individual
  - d. Foundation
  - e. Community group

The Development Office is available to help your organization create a fundraising plan. They have worked with numerous student organizations, and have fundraising letters, donation forms and information regarding successful approaches.

Please contact the Development Coordinator (Darcie Esch, [desch@lclark.edu](mailto:desch@lclark.edu)) at least two weeks prior to requesting donations and/or sponsorships. This timeline applies to all requests for cash contributions of any amount and non-cash items valued over \$500.

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## RECEIVING AND PROCESSING DONATIONS

**All donations should be delivered to the Development Office for processing and deposit as soon as they are received.** All gifts, cash and non-cash, regardless of amount will be acknowledged and receipted by the Development Office. Non-cash donations require that a student organization representative complete the L&C Law Donation Form available on the [Student Forms website](#) and the [Treasurer Google Drive](#) folder. Note that gifts of service, e.g., designing a marketing brochure, are not tax-deductible, therefore there is no need to report gifts of service. Please contact Darcie Esch, Development Coordinator ([desch@lclark.edu](mailto:desch@lclark.edu)) for questions about this process or gift acceptance policies at Lewis & Clark.

It is important that student organizations understand that any donations they receive and deposit through this method are placed in the SBA accounts. These funds are subject to the rollback at the end of the fiscal year that each SBA account goes through. This means that any student organization who wishes to use donated funds at some point in the future past the end of the fiscal year should not use the SBA accounts for their donated funds.

A student organization that raises funds specifically for the purpose of being donated to a charity may deposit the raised funds into an SBA Student Organization account. Only these funds specifically raised for the purpose of a charitable donation, and no other funds allocated to the student organization, may be donated. A W-9 for the recipient charitable organization is required for the school to donate from the SBA Student Organization account.

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## DEVELOPMENT OFFICE CONTACT INFORMATION

General email: [lawgive@lclark.edu](mailto:lawgive@lclark.edu)

Darcie Esch, Development Coordinator: [desch@lclark.edu](mailto:desch@lclark.edu)

## 2.2 STUDENT ORGANIZATION FUNDING ELIGIBILITY

Each student organization that was approved by the Student Bar Association the previous semester, has enough members to reasonably continue operations and event execution throughout the upcoming semester, and whose treasurer has attended the yearly student treasurer training (or viewed the video recording of the training session) is eligible to apply for the allocation of SBA funds the semester after they have been approved.

## 2.3 SEMESTERLY BUDGET ALLOCATION PROCESS

Budget allocation occurs on a semesterly basis. Any organization that wishes to apply for SBA funding must apply at the beginning of the semester for which they wish to receive funds. Organizations will be informed of the deadline for the application soon after the start of the school year. The deadline is a firm deadline, and applications received after the deadline will not be considered. The application form will be made available on the SBA IBC Web page. Organizations will fill out the application and email it in the form of a PDF to the SBA Treasurer account (sbatreasurer@lclark.edu). Do not use Google Drive to share the file, as any complications in the permissions will not allow multiple people to view the document when the panel begins considering applications. The information within this application will be checked against SBA IBC's records from the previous year for the relevant student organization to verify that the information is correct.

SBA will assemble a panel of individuals to consider the applications. The panel will include the SBA Treasurer and the members of the SBA Internal Budgetary Committee (IBC). The panel may also include the SBA President and members of the law school faculty and administration. There may be an optional opportunity for student organizations to send a single representative to speak to the panel about their need for SBA funds. This is not required and choosing not to send a representative will in no way affect the panel's consideration of the organization's application.

The panel will then allocate a certain semesterly budget to each organization that applied by considering a variety of factors. These factors will include, but are not limited to, the student organization's financial discipline, their contribution to the campus, the consistency and quality of the events they host, their size as an organization, their ability to fundraise, and their fall vs. spring event balance.

After the budgetary panel has concluded their discussion and finalized the SBA student organization budget, organizations' semesterly allocation will be communicated to the organizations' presidents and treasurers within 48 hours of the final decision.

## 2.4 PROCEDURES FOR USING ALLOCATED FUNDS

At no point can the SBA or IBC distribute "cash" to a student organization. Funds that have been allocated to organizations are a guarantee that those funds will be available for approved uses. There are divergent payment procedures based on whether the expense is classified as a "good" or a "service." If the expense includes a combination of a good and a service (for example, poster design services and printing 100 posters), follow the procedures for paying for a service. Sometimes the characterization as a good or service is difficult. If there is any doubt, please contact the SBA Treasurer for guidance. Some examples of goods and services are listed below:



Goods	Services
Donuts	Catering
Plates and napkins	Paying a speaker
Tickets to a sporting event	Graphic design services
Gift card for a raffle prize	DJ
Wine	Renting an AirBnb for the weekend

### 2.4.1 PROCEDURES FOR PURCHASING GOODS

This section will discuss the steps necessary for student organizations to purchase goods.

There are two forms of purchase for goods. The first, and most common, is for organizations to directly purchase goods and then file a request for reimbursement. The second option is to request use of a school P-card. Procedures for each of these options will be discussed in turn.

#### OPTION ONE: PAY OUT OF POCKET AND REQUEST REIMBURSEMENT

When purchasing goods, student organizations can designate any student to make the purchase using personal funds and then request reimbursement. Making a purchase with a personal credit or debit card ensures that at the very least you have a personal record of your transaction. You will need to have an itemized receipt, as audits performed by the business office will require evidence that your purchase was for items that comply with the business office spending guidelines. If you are not automatically provided an itemized receipt, make sure to request one from the vendor. If you lose the receipt, call the vendor with all the relevant information (name, amount of purchase, date, last four numbers of card, etc.) and they will likely be able to provide a receipt either physically or electronically. Student organizations should take note that the business office has spending guidelines independent of the SBA and will not approve reimbursements that do not comply with these guidelines. A copy of these guidelines will be made available via the SBA Student Forms webpage.

Within 60 days of the purchase\*, fill out and submit the Student Reimbursement Form, which can be found to the left of the Law Business Office in the LRC as well as on the SBA website. This form needs to be signed by the group

#### Instructions for Setting Up Direct Deposit

1. Log in to [Webadvisor](#).
2. Go to the Students Menu.
3. Under the Financial Information Section, select **Bank Information (Self Service)**.
4. Click the "+ Add an Account" button on the right side of the screen.
5. Move the "Activate" slider to the right, and then click on the "Next" button.
6. Input your banking information into the pop-up window.
7. Click the box at the bottom of the pop-up agreeing to terms and conditions.
8. Click "Submit."

Note that this will **not** change the way that you receive your payroll earnings or financial aid refunds.

treasurer. The group treasurer should also add the expense to the budget spreadsheet on Google Drive under their respective tab. Attach a physical copy of the itemized receipt and put in the designated box (next to Classroom 1, outside the SBA Office). Submissions are reviewed weekly by the SBA Treasurer. The SBA Treasurer then submits the reimbursement forms to the Business Office for processing. If the student to be reimbursed has set up direct deposit for reimbursements with the law school, payment will be made via direct deposit. Note that direct deposit for reimbursements is separate from direct deposit for financial aid refunds or payroll. Students can set up direct deposit for reimbursements by following the instructions below:

If the student does not have direct deposit set up, the school will issue a check which will be mailed to the student at the student's address on file. To change your address on file, contact the Registrar or visit <https://law.lclark.edu/live/forms/1006-address-change-law-students-only>.

Please note that this reimbursement process can take several weeks. Your patience is appreciated. Please reach out to the SBA Treasurer if you submitted your paperwork over a month ago and you want to check the status.

**\*More information on timing:** Reimbursement requests should be submitted within 60 days of purchase. The IRS allows some flexibility with this requirement in extenuating circumstances. However, reimbursement requests submitted more than 60 days after purchase must include a written explanation of the extenuating circumstances that gave rise to the delay. Further, no reimbursements will be issued if the request was submitted more than 90 days after purchase.

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#### OPTION TWO: REQUEST USE OF A SCHOOL PURCHASING CARD (P-CARD)

SBA recognizes that sometimes it is difficult to use personal funds for an expense and then wait weeks for reimbursement. If neither of the above options are available or realistic, students may approach the SBA Treasurer about having a law school administrator make the purchase using a purchasing card. However, for purchases of relatively small amounts, please ask around your student organization to see if someone within the organization would be willing to make the purchase and request reimbursement before considering this option. If utilizing this option, please contact the SBA Treasurer at least one week before the purchase needs to be made.

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### 2.4.2 PROCEDURES FOR PAYMENT OF SERVICES

**You will not be reimbursed for paying a vendor for a service.** If you are purchasing a service, the speaker or vendor must be paid directly by the school. This is an IRS rule since this is taxable income (see the Business Office guidelines). There are two ways this can happen. First, you may collect an invoice and a W-9 from the vendor and submit it to the SBA Treasurer for processing. The school will issue a check and send the check directly to the vendor. This process can take several weeks. The second option is to talk to the SBA Treasurer about asking a member of the law school administration to pay using a credit card. This is a better option when the payment is time-sensitive.

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### 2.4.3 CO-SPONSORED EVENTS

Co-Sponsored events are an excellent opportunity for student organizations to collaborate and host events that may not be feasible for one organization. It can also be an option for groups hoping to utilize or share funds without needing to take on the sole responsibility of hosting an event. When co-sponsoring events, student organizations have the responsibility to discuss between themselves who will bear the costs of the event. When splitting costs

between organizations, the consent of the treasurer from each organization whose budget will be impacted is needed to verify use of that organization's funds.

Example 1 (Reimbursement): Student A, a member of Group 1, buys food for an event that costs \$250. Group 1 only wishes to use \$50 of their allocated budget for the event, while group 2 wishes to use \$200 of their allocated budget for the event. Student A fills out a reimbursement form, obtaining the signatures from the treasurers of both Group 1 and Group 2. Student A notes on the reimbursement form (or an attached page) the amount each group is drawing from their allocated budget, so the SBA and IBC are aware and document the costs properly. The student will turn in the reimbursement form with an itemized receipt and be reimbursed the full amount. The treasurers will update the financial records of both groups to reflect the split costs.

Example 2 (Services): Members of Group 3 and Group 4 want to host a speaker on campus for a total cost of \$70. Group 3 wants to use \$30 of their allocated funds and Group 4 wants to use \$40 of their allocated funds. The treasurer of Group 3 emails the SBA Treasurer with a W-9 for the speaker, the total cost, and the cost breakdown between the two student groups. The treasurer of Group 3 copies the treasurer of Group 4 on the email, and the treasurer of Group 4 responds to provide formal approval of the expense. The SBA Treasurer arranges to have the school write a check to the speaker for \$70. The treasurers update the financial records of both groups to reflect the split costs.

### 3 LSDAC FUND

The Law Student Diversity Action Committee (LSDAC) serves to educate, engage, and empower students to be agents in a well-informed shift of campus culture. The Vice President of Equity & Inclusion, an elected board member of the Student Bar Association (SBA), oversees and distributes a modest budget called the LSDAC Fund. The fund was created to improve retention of Lewis and Clark Law students that come from marginalized backgrounds. The VP of Equity & Inclusion attends monthly meetings with faculty and administrators to discuss improvements to equity, diversity, and inclusion on the campus.

#### 3.1 LSDAC MISSION

As an organizing platform, LSDAC seeks to amplify the voices of the marginalized, thereby building power from within the student body. By openly acknowledging the history and context of systemic oppression, Lewis & Clark Law students, faculty, staff, and administration will more readily cultivate the required cultural shift. LSDAC recognizes that diversity is not merely an idea; it necessitates action from all members of the community, working collaboratively and accountably to foster an environment welcoming to every race, gender, sexuality, class, mental or physical ability, and other marginalized identities. The LSDAC Fund was established to close the gaps that can be created by facially neutral policies. It is intended to go towards student efforts to improve retention and representation of students from marginalized backgrounds both at Lewis and Clark and in the broader Portland legal community.

#### 3.2 RECEIVING LSDAC FUNDS

Funds are distributed on the basis of need. LSDAC funds are given to individuals or student groups with concrete plans to use the funds to further the LSDAC Mission. There is a question on the IBC travel application where students can state if they would like to be eligible for LSDAC funding and how their travel aligns with the LSDAC mission. Student organizations interested in receiving LSDAC funds for an event should email the current VP of Equity & Inclusion with a description of the event along with an explanation of how it aligns with the LSDAC mission. The VP of Equity & Inclusion is a sitting member of IBC and will have access about a student organization's other funding sources. Once an applicant reaches the LSDAC fund review process, elected members of the Equity & Inclusion committee will hold a vote to determine if the applicant's event or travel furthers the mission of LSDAC.

If you would like more information about the LSDAC Fund, please contact the current Vice President of Equity & Inclusion, Matt Constantino, at [mconstantino@lclark.edu](mailto:mconstantino@lclark.edu).

## 4 TRAVEL FUND

SBA oversees the approval and reimbursement of travel funds for the SBA travel account. Travel Funds are requested on an individual basis and have no intersection with on campus student organizations. Even where certain travel trips are intrinsically associated with certain student organizations, the application and reimbursement of travel funds are not considered alongside student organizations. Additionally, travel funds cannot be used to bring outside speakers to the law school.

### 4.1 TRAVEL FUND LIMITS

In the interest of supplying travel funds for as many students as possible, the following limits have been imposed by SBA: One student can receive a maximum of \$250 for travel, and a group of students traveling to the same destination for the same purpose can receive a maximum of \$1,000. This means that a group of four students traveling to the same destination for the same purpose can each receive \$250, but a group of five students could only receive \$200 each, because of the \$1,000 cap. Any group larger than 4 students will not be considered for any amount over the \$1,000 cap. Students traveling to the same destination for the same purpose will be required to apply together. Students who submit applications for a duplicate trip after a previous application has been approved for another student will require that the IBC reconsider the previous application alongside the most recent application.

### 4.2 PROCEDURES FOR APPLYING FOR TRAVEL FUNDS

First, students must fill out the travel request form. Under the Student Bar Association Student Forms section of the L&C Law School website, a student can access the online Travel Funds Application form, and the Travel Funds Application PDF. If a student elects to use the online form, the website will automatically email the SBA Treasurer account (sbatreasurer@lclark.edu) with the completed form. If a student elects to use the PDF, they will need to email it to the SBA Treasurer themselves upon completion.

Students have the option to lobby for funds at the monthly IBC meeting. Once a month IBC will meet to hold an open and closed meeting, the date of which will be announced to the entire student body and advertised on the school announcements account. The open meeting will occur first, allowing students who have submitted travel applications to speak on behalf of their application. A student's choice not to advocate will not have an effect on the IBC's consideration of their application. The closed meeting will occur directly afterwards, wherein the IBC will discuss any pressing issues and vote on the submitted travel applications.

After IBC makes a decision, the IBC will communicate the decision within 48 hours to each student who applied.

### 4.3 TRAVEL REIMBURSEMENT PROCEDURE

Students who have been approved for travel funding will generally receive funding by reimbursement after the travel has occurred. However, because reimbursements must be processed within 60 days of incurring the cost, if the travel expense to be reimbursed is incurred more than 60 days before travel will occur, the reimbursement request should be submitted within 60 days, even if travel has not yet occurred. Note that if travel is cancelled for any reason, including a cancellation of the event, reimbursements are not given. Keep this in mind when making non-refundable travel expenses.

Students will fill out the Student Reimbursement Form. This is the same form used for reimbursements for student groups. This form can be found just outside the business office and also on the "student forms" section of the L&C SBA webpage. Attach itemized, original receipts to the reimbursement form. These receipts cannot be a summary of flight plans or reservations, but must be actual receipts proving that the costs have already been incurred.

There is no need to sign/initial the line next to "Group Treasurer Initial," this field can be left blank. Fill out the rest of the form and turn in to the SBA drop-box. This is the wooden drop-box located just outside the SBA and PILP office, next to classroom 1. The SBA Treasurer reviews the submissions weekly.

The SBA will organize the reimbursement requests, certify that the reimbursements fall within the allocated amount for each student's travel, and record them in the SBA travel ledger. If there is an issue, the SBA IBC will email the student listed on the reimbursement form to verify any changes that need to be made. The SBA IBC will then deliver these to the Business Office.

The business office will check the reimbursements to certify that the expense incurred complied with the Business Office Spending Guidelines, including the presence of an original itemized receipt. Once verified, the Business Office will either mail a check or direct deposit the amount requested to the student. If a student would like to change the address this check is mailed to, or switch to direct deposit, refer to [Section 2.4.1](#) above.

## 5 GENERAL SBA FUND

The general SBA fund contains a small Presidential Discretionary Fund. The SBA President must approve all purchases using these funds but are otherwise purchased according to the procedures in [Section 2.4](#).

The general SBA fund also contains funds used by the SBA Programming Committee to fund events such as Barrister's Ball. The SBA Programming Committee should follow the procedures in [Section 2.4](#).