# Student Engagement Fund – Accessing Funds

When you are awarded funds by the Student Engagement Fund they are deposited into a University of Chicago financial account. Your account is hosted by the University and administered by the Center for Leadership and Involvement through the Blueprint platform. This guide will provide you with the information you need to access your funds and successfully manage your expenses.

Your Fiscal Responsibilities

- When receiving Student Engagement Funding you are bound by the processes and regulations set forth by the University and the Center for Leadership and Involvement as outlined in this document and on our website, leadership.uchicago.edu.
- Any expenses for your event/program should be submitted by your financial designees in Blueprint at least three full weeks before a check is needed. You will be able to track that status of your payment requests online, through Blueprint.
- It is your responsibility to manage your account responsibly, to keep track of your account balance, and to prevent your account from developing a deficit, which may impact your ability to secure Student Engagement Funding in the future.
- Your funds are available only for the duration of the Academic Year for which they were allocated. Any un-used funds at the end of the year will be reclaimed by the Student Engagement Fund.

Accessing your Funds: the Blueprint Finance Module
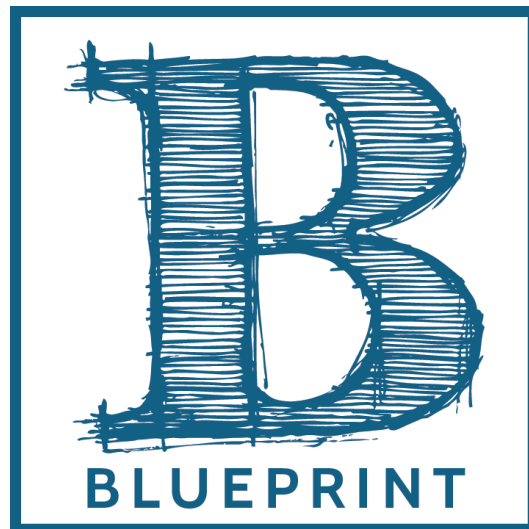
Blueprint is the key financial tool for accessing your funds. Within the Blueprint Finance Module you are able to:

1. Review your account balance
2. Track Account Activity
3. Spend your awarded funds (via the Purchase Request form)

The Center for Leadership and Involvement has created a video to help walk you through the process of creating a Purchase Request, which can be found at:

https://leadership.uchicago.edu/page/blueprint-finance-module

This video is designed for RSOs, but the process for requesting payments from your Student Engagement Fund account will be the same.

Reviewing Your Account in Blueprint

Access the Finance Module

Review Submitted PRs

Review your Account

Blueprint provides you with a record of all your purchase transactions as well as your account balance. You will also submit any requests to access your funds via Blueprint, using the Purchase Request form.
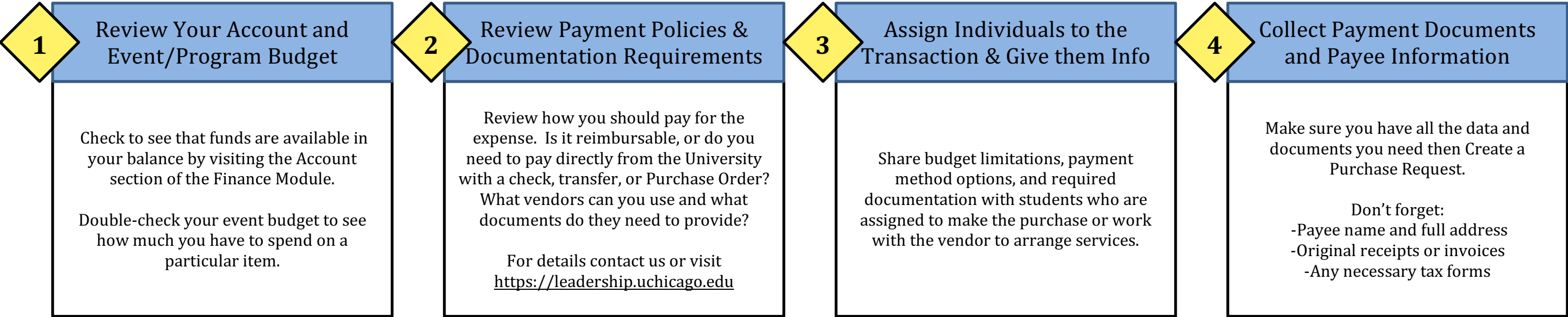
1. Log in to Blueprint, and navigate to the Action Center.
   - *Click the button next to your user icon and select the "Manage" button. From there pick your organization for management access.*
2. Open the Finance tab within the left-hand menu. Finance module access is based on your roster. Your Primary contact will have access by default.
   - *Your Primary Contact can delegate access to other members by inviting them to join through the Roster Menu and assigning them the role of Treasurer.*

3. From the *Purchase Requests* tab you can see the progress of previously submitted requests (see Status and Stage Descriptions below) Here you can open and view details, submitted documentation, and comments for each previous entry.

4. By Selecting the Accounts Tab, then clicking your account name you can get details about your balance.
   - **Balance**: Amount Blueprint Shows you have on account.
   - **Encumbered Funds**: Here the system lists funds requested via PR that are not yet completed.
   - **Available Funds:** A good operating number, your balance less you Encumbered Funds.

5. Opening the "Transactions" tab on your account page will list all activity on the account, including providing details about transactions that the Center for Leadership and Involvement has uploaded including deposits, and departmental transfers.

In order for the Blueprint Financial Module and the Purchase Request Process to be the most effective for you make sure to plan and budget thoroughly, communicate with your members, and be fully prepared before submitting Purchase Requests (PRs). The entire Center for Leadership and Involvement staff is here to help you understand these preparation steps.

Preparing to Spend Funds and Create Purchase Requests

1 Review Your Account and Event/Program Budget

Check to see that funds are available in your balance by visiting the Account section of the Finance Module.

Double-check your event budget to see how much you have to spend on a particular item.

2 Review Payment Policies & Documentation Requirements

Review how you should pay for the expense. Is it reimbursable, or do you need to pay directly from the University with a check, transfer, or Purchase Order? What vendors can you use and what documents do they need to provide?

For details contact us or visit https://leadership.uchicago.edu

3 Assign Individuals to the Transaction & Give them Info

Share budget limitations, payment method options, and required documentation with students who are assigned to make the purchase or work with the vendor to arrange services.

4 Collect Payment Documents and Payee Information

Make sure you have all the data and documents you need then Create a Purchase Request.

Don't forget:
-Payee name and full address
-Original receipts or invoices
-Any necessary tax forms

Creating a Purchase Request

Access the Finance Module

1. Log in to Blueprint, and navigate to the "Action Center".
   - *Click the button next to your user icon and select the "Manage" button. From there pick your organization for management access.*
2. Open the Finance tab within the left-hand menu. Finance access is based on your roster. Your Primary contact has default access.
   - *Your Primary Contact can delegate access to other members by inviting them to join through the Roster Menu and assigning them the role of Treasurer.*

Open a New PR

3. In the Finance Module You can view old requests, your account, or you can click:

   ➕ **Create Purchase Request**

Complete Information Fields

4. You should complete this form thoroughly. Incomplete or vague forms may be denied.
   i. **Subject**: The Subject Field must be in the format *Event Name – Expense Description*.
   ii. **Amount**: Your request will be denied if the amount listed here does not match the documents you include later.
   iii. **Description**: Be thorough! Someone unfamiliar with your event or program should be able to understand this.
   iv. **Account**: Click the button to select your Student Engagement Fund account. You should not have multiple options.
   v. **Categories**: Select the type of payment you are requesting from *Reimbursement*, *Payment*, *Purchase Order*, *Advance*, *University Transfer*.
   vi. **Payee Information:** Include the Complete name and full address of the payee.
      - If you are paying an organization or company use the First Name Field for the company name.
   vii. **Event/Activity Type:** Do your best to classify the type of activity for which you incurred this expense.
   viii. **Number of People:** For non-food/travel the number of people field may not apply and you can simply say NA.
      - For food for fewer than 11 people you must supply first and last names at the bottom of your PR in the *Additional Information* field.
   ix. **Expense Types:** Check the boxes that describe the types of expenses included in the PR.
      - Don't forget to use the info bubbles to get more details about what you need to process certain expenses.
   x. **Check Distribution:** Select whether you want to pick up the check or have it mailed. Mailing checks will get them to their destination more quickly.

Upload Documentation

5. Upload the appropriate receipts or documentation for your expense to the PR.
   - The Center for Leadership and Involvement website, staff, and this guide will help you to determine what is required.
   - Missing documents may lead to a denied/cancelled report.
   - Receipt images can be scanned (RC001 has a scanner).
   - If you have more than three receipts/documents to upload, consider putting multiple images into one file and uploading that larger file.

Submit and watch your Messages Box for Notifications

6. One you submit your report you can review the status and stage (see below) by returning to the Finance Module's *Purchase Requests* tab.
7. When your PR is approved you will receive a notification in your Blueprint Mailbox.
   - Depending on your Notification Settings (found under your name heading) you may also receive an email.
8. Your Notification will prompt you when further action, such as receipt submission, is required.
   - You can also review these prompts by opening the Request and reviewing it's progress and comments at the bottom of the PR.

The Progress of a Purchase Request

This overview of the PR process for requesting payments in Blueprint should help illustrate a streamlined process with fewer places to contact and fewer trips to the Reynolds Club.

Steps	Create PR	Office Review	Receipts Submitted*	Payment Processed	Payment Disbursed
What?	Add information and electronic Documentation	PR is reviewed. You're notified of approval or denial.	You may need to submit hard copies of receipts	PR receives final review and is processed for payment	Payment is issued. Pick up any checks requested.
Who?	Primary Contact or Treasurer	Financial Office	Primary Contact/Designee	Financial Office	Payee/Designee
Where?	Blueprint: Finance Module	Blueprint: Message Box	RC 003: Front Desk	Blueprint: Finance Module	RC 003: Front Desk

* When do I need to submit Receipts?

With Blueprint we have tried to make the process of submitting expenses as seamless and efficient as possible, a big part of this effort is the use of electronic documentation. In many instances you will be able to process payments without ever having to come to the Reynolds Club. We are required in some instances, to collect physical copies documentation from you before we can process your request.

Electronic Documentation is sufficient when:

When the documentation has no original, hard copy format the electronic receipts are sufficient.

Invoices
Emailed Receipts
Credit Card Statements
Tax Forms and Contracts

Original Receipts must be submitted in to RC 003 when:

When there is a unique, physical receipt associated it must be submitted.

Cash Register Receipts
Restaurant Receipts
Handwritten Receipts
Airline/Train Passenger Receipts (non-emailed)

Your PR approval notification (received in your Blueprint Mailbox) will always prompt you when you need to bring in an original receipt.

Understanding Purchase Request Statuses

Statuses are also extremely helpful in understanding your PR's progress. When your PR's status changes you will receive a system notification.

Unapproved and Approved reports are still moving through the system. Completed and Denied/Cancelled reports will see no further action.

Unapproved

Upon original submission all PRs are unapproved. They will remain in this status until all descriptions and documents are reviewed.

Depending on the nature of the expenses this stage is reviewed by the Financial Office staff or referred to your Advisor.

Approved

If your PR is thoroughly and descriptively filled out, there are no conflicts with financial policy, and your attached documents are sufficient your report will be approved to move forward in the process.

You may be notified that you need to submit hard copies of your documentation.

Completed

This status means that your approved PR has received its final review for completion and policy compliance and the payment has been processed.

Checks typically take two weeks to be issued from this point.

Denied/Cancelled

When a PR is denied you will need to resubmit a new PR. You should provide the original PR number for reference.

Denial may be caused by:
Vague descriptions
Missing Information
Missing Documentation
Violation of Financial Policies
Insufficient Funds

The progress stages in Blueprint are important in helping you to understand the status of your Purchase Request. They provide information about who is currently reviewing your request and what action you can expect to see next.

You can view your PR's stage in the main menu, but opening the PR will give you a full stage history with dates of stage change, associated comments, and reviewer information.

Understanding Purchase Request Stages

Submission Review & Advisor Review

Your submitted PR will be reviewed by the Finance Office staff. Items that require additional approval will be reviewed by your Advisor who may have questions for you.

PR is either approved and move to *Receipt/Document Submission* or Denied with comments. You will receive a system notification of this change.

Receipt/Document Submission

If you are requesting a reimbursement for which you have uploaded a scanned copy of a paper receipt you will need to submit a hard copy before your reimbursement can be processed.

When you receive notification that the PR in question was reviewed you'll also be prompted to bring the receipt to RC 003 with the PR# written on it.

Finance Office Review

The Financial Operations staff conducts an additional audit prior to processing. You may find your PR Cancelled at this point if information or documentation is missing.

If your PR is complete and in compliance with all policies payment processing will occur during this stage.

Closed

Your PR's journey is at an end.

If it was approved you now wait for the check and then the PR serves as an archived record here.

If your PR was denied or cancelled you will need to re-submit a new PR. Be sure to note the comments you received when it was Denied/Cancelled.

Required Documentation for Expenses

In order to draw funds from your Blueprint account via the Purchase Request form, you will need to supply documentation to satisfy University and IRS policies that may be applicable to the type of payment you are seeking. Funds cannot be withdrawn without sufficient documentation.

It is important to work with your Advisor and Financial Operations when planning for expenses to ensure that you are operating within the University's financial guidelines and that the expenses will be approved. Purchase Requests that are missing information or documentation will be denied, and you will need to re-submit them, so please refer to this guide, our website, and Center for Leadership and Involvement staff members if you are unsure about the documentation required.

Transaction Types and Documentation Requirements

REIMBURSEMENTS

Reimbursements are the most common type of transaction. You will make certain types of approved purchases and then will be compensated via a check from the University based on the receipts you submit.

Only certain types of expenses are reimbursable. Any customized purchases or any individuals/companies you hire to perform services are **not** reimbursable expenses (they must be paid directly by the University to the individual/company via a University check as outlined in the subsequent sections on Payments and Purchase Orders). The charts below list common expenses and the category into which they fall. Never hesitate to ask your advisor or the financial office if you are unsure if your purchase will be reimbursable.

Reimbursable Expenses	Non-Reimbursable Expenses
Goods: Food, Art Materials, Fabric, Stamps, Office Supplies, Photocopying **Certain Fees**: Tournament Entry Fees, Conference Registration Fees **Travel Expenses**: *For University Business, no additional guest travel may be reimbursed.* Airfare (Coach), Hotel Room Charges, Bus Fare, Cab Fare, Tolls, Mileage, Rental Cars (the insurance is not reimbursable), **Not Chartered Buses**	**Services:** Catering, Engraving, Screen Printing (T-Shirts), Web Design, Printing, Bus Charter, Graphic Design, Lecturing, Coaching, Editing, Producing, CD/Film Duplication, Banner Making, Musical Performance, DJ Services, Rentals (A/V, wireless cards, linens, equipment, etc.)
	Prohibited Expenses
	Gift cards/certificates

Documentation to Upload

The documentation you are required to upload to your PR varies depending on what type of paperwork you have to verify the expense.

If the expenses are related to travel please see the Travel Expenses section of this guide.

What You Have	What You Deed		
	Original Receipt	Back-Up Documentation Form	Bank/Credit Card Statement Showing the Charge
Original Printed Receipt	Yes	No	No
Handwritten Receipt, paid with Credit or Check	Yes	No	Yes
Handwritten Receipt, paid with Cash	Yes	Yes	No
Bill or Invoice that does not show proof of payment	Yes	Yes (if paid cash)	Yes (if paid credit)

TIPS: Avoiding Reimbursement Pitfalls
- Always supply the full, legal name of the individual being reimbursed.
- Always supply the payee's personal address, even if you're requesting to pick up the check in the Finance Office.
- Always retain original receipts, you may be prompted to submit the original copies before you can be reimbursed.
- Food expenses for fewer than 11 people require the full names of every person who was present.
- Do not pay for any services or rentals. Check previous page for list of what is and is not reimbursable.
- Always have your Center for Leadership and Involvement Advisor sign the Back-Up Documentation Form before you upload it to a PR.

PURCHASE ORDERS (POs)

Purchase Orders are formal agreements used to order goods and services directly, so that you do not need to pay out of pocket. The Center for Leadership and Involvement website contains a vendor list that outlines "Purchase Order Vendors," vendors who can be issued a Purchase Order in lieu of an up-front payment.

The Process:

1. After selecting a Purchase Order Vendor, call and place your order. Make sure to let them know you are from the University of Chicago, the name of your project, and that you intend to pay with a Purchase Order.
2. Ask them to fax or email you a quote or invoice (You can use the Financial Operations fax number if you need to - (773) 834-2593. Pick up faxes during business hours from RC 003).
3. Create a Purchase Request is Blueprint, select Purchase Order as the payment category, and attach the quote/invoice.
4. When the PR is approved and then completed, a PO will be faxed to the company. You should call the company to confirm your order and their receipt of the PO.
5. Once the company receives the PO, they should fill your order.
6. After the goods/services are received/rendered, make sure that an invoice has been supplied to the Financial Office.
7. If you need the Purchase Order on short notice (in the next few days) please contact the Financial Office (RC003) directly.

TIPS: Avoiding Purchase Order Pitfalls

- Please verify that a vendor is on the "Purchase Order Vendors" list before offering them a purchase order.
- While a quote will suffice to issue the Purchase Order, the company will not receive payment until an invoice is provided to the Financial Office. If you submitted a quote to issue the Purchase Order, make sure that you submit invoices you receive to the Financial Office.
- Always call the vendor after the Purchase Order is issued to make sure everything is in order and they don't need any additional information/confirmation from you.

DIRECT PAYMENTS

The University can pay for goods and services directly. These payments can be made to companies/individuals who expect payment up-front or who are willing to bill you and receive payment later. Keep in mind that it can take three weeks to issue these payments, so be sure to plan ahead if the company needs payment up-front.

Documentation to Upload

- **Simple Purchases:** Items that are purchased with no customization or service included require submission of the invoice alone. Tournament and conference entry fees also fall into this category. *If the company has never been used by the University before you will also need a W-9 Form from the company.*
- **Rental or Service Payment from a Corporation**: An invoice must be supplied along with the W-9 Form and the Certificate of Compliance (included in the W-9 packet).
- **Rental or Service Payment from an Individual:** An invoice must be supplied along with the W-9 Form, the Certificate of Compliance, and the Independent Contractor Questionnaire (included in the W-9 packet). In addition to the Questionnaire, the vendor must supply a list of 3 to 5 clients other than the University of Chicago for whom they have provided similar service, including names and contact information.
- **Honorarium or Performer Payment**: An invoice or contract must be supplied along with the W-9 Form and the Certificate of Compliance (included in the W-9 packet).
- **Paying Foreign Companies**: Service payments to foreign companies require the W-8BEN-E packet instead of the W-9 and may require other complex documentation.
- **Paying Foreign Individuals**: You must speak with your Advisor and the Financial Operations Office before securing any services from a foreign individual, as the law may require complex documentation or may even prohibit the type of payment you are trying to make.

Domestic Payment Type	What You Deed			
	Invoice	W-9 Form	Certificate of Compliance	List of 3-5 Clients and Questionnaire
Simple Payment	Yes	No	No	No
Rental or Service Payment (from a Corporation)	Yes	Yes	Yes	No
Rental or Service Payment (from an individual)	Yes	Yes	Yes	Yes
Honorarium or Performer Payment	Yes (or contract*)	Yes	Yes	Yes

*ENTERING CONTRACTS

Any contracts you seek to bid for or enter must be signed by your CLI Advisor when the payment is to be made from your Student Engagement Fund funding. When using a contract other than the Center for Leadership and Involvement's standard contract, the Engagement Agreement, allow extra time for your advisor to review the contract.

TIPS: Avoiding Payment Pitfalls

• Printing services cannot be paid in this way unless some other service such as layout or binding is   itemized on the invoice. Printing should be paid via a Purchase Order, and a Purchase Order Vendor should be used.

• Invoices must show the company's address in order to be useable for making a payment. The address on an invoice must match the address on a W-9 Form.

• For any service, you should obtain all the necessary tax forms and documents **before** the service is provided. This is especially important for paying foreign individuals. There are many cases where ta laws prohibit paying foreign individuals, and their US employment eligibility needs to be determined before services are rendered.

• Any contracts must be signed by your advisor prior to being submitted with a Purchase Request. They must also be countersigned by the individual/company you are entering into the agreement with. If a contract is missing a signature your PR will be denied.

TRAVEL EXPENSES

Travel expenses can require complex and specific documentation to be reimbursed. Please work with you advisor or the Financial Operations Office to ensure that you are aware of all requirements before committing funds for travel.

All travel expenses require an email from the traveler that provides the 6 pieces of information listed below. You will be emailed by the Finance Office to supply this information. The reimbursements cannot be processed until your response is received.

1. The dates of travel
2. The destination of travel
3. The purpose of travel
4. The dollar amount of the reimbursement
5. That all expenses were for University business
6. That the traveler will not seek reimbursement from any other source

Paying for the Travel of Others

If the individual seeking reimbursement is not the same as the traveler, and the billing documentation does not show the name of the individual who is seeking reimbursement, a credit card statement will be required to verify that an individual other than the traveler paid for the expenses. Without this statement, we cannot reimburse and individual other than the listed traveler.

Travel Approval Policy

When any students travel outside of the Chicagoland area on behalf of an event or projected funded by the Student Engagement Fund, it is essential that they comply with the Student Organization Travel Policy, including submitting a Travel Form via Blueprint and speaking with your Advisor.

Failure to submit and get approval for travel means that travel expenses will not be reimbursed.

Airline Ticket Reimbursement

The Process: Speak with your Advisor, submit any required Travel Approval forms, Pay for and complete travel.

Documentation to Upload You will need to submit the names of all travelers, dates of travel, destination of travel, purpose of travel, and one of the following options:

- *If the traveler paid:* Passenger receipt showing dollar amount of purchase.
- *If someone other than the traveler paid:* Passenger receipt showing dollar amount of purchase and a credit card statement that shows the purchaser's name and the charge. If you do not have all of the documentation for one of these options, you may not be able to be reimbursed.

NOTE: If no one from your project/event can make the airfare purchase up front, work with your advisor to see what options may be available.

Hotel Reimbursement

The Process: Speak with your Advisor, submit any required Travel Approval forms, Pay for and complete travel.

Documentation to Upload You will need to submit the, dates of stay, destination, purpose of travel, and one of the following options:

- *If the traveler paid:* Original itemized bill from the hotel that shows payment.
- *If someone other than the traveler paid:* Original itemized bill from the hotel and a credit card statement if the payee's name is not listed
- Emailed receipt/itinerary from a travel agent and a credit card statement

Expenses for food, telephone, or other services listed on the hotel bill cannot be reimbursed unless they are explicitly approved by your Advisor.

Rental Vehicles

The Process: Speak with your Advisor, secure driver approval, submit any required Travel Approval forms, pay for and complete travel. *Do not pay for insurance on the rental car - it cannot be reimbursed. Securing driver approval will provide University insurance coverage.*

NOTE: The University is able to issue a Purchase Order to Enterprise Rent-A-Car in Hyde Park so that you don't have to pay out of pocket.

Documentation to Upload You will need to submit the names of all travelers, dates of travel, destination of travel, purpose of travel, and a copy of the rental care contract. If the contract does not reflect payment, a credit card or bank statement must also be attached

Gas Expenses

The Process: Speak with your Advisor, secure driver approval, submit any required Travel Approval forms, Pay for and complete travel.

Documentation to Upload: You will need to submit the names of all travelers, dates of travel, destination of travel, purpose of travel, and, depending on the vehicle used, one of the following:

- *For a University-owned vehicle:* Submit gas receipts and proof of vehicle use.
- *For a rental car:* Submit gas receipts along with rental car contract. Even if you are not seeking reimbursement for the contract itself, proof of the rental is required for gas reimbursement. This means if you pay for your rental with a Purchase Order, you will still need to keep a copy of the contract for gas reimbursements.
- *For a personal car:* Gas for a personal vehicle is not reimbursed by cost. Travel in a personal vehicle is reimbursed by mileage. Submit a route map from a trip planner like Google Maps that shows your route and the number of miles traveled. The mileage will be used with the mileage rate applicable for the date of travel to calculate your reimbursement.

The mileage rate is reviewed frequently and is updated as appropriate. Contact your advisor or Financial Operations Office to determine the current mileage rate.

NOTE: To drive for your RSO, you must register you trip and comply with the Vehicle Policy. Failure to comply with these policies means that driving expenses cannot be reimbursed. For information about getting approved to drive contact your Advisor.

<u>Non-Air Travel (Taxi, Bus, etc)</u>

The Process: Speak with your Advisor, submit any required Travel Approval forms, Pay for and complete travel.

<u>Documentation to Upload</u> You will need to submit the names of all travelers, dates of travel, destination of travel, purpose of travel, and an invoice showing proof of payment.

TIPS: Avoiding Travel Expense Pitfalls

- Travel expenses should be submitted separately from other expenses.
- Food expenses incurred during a trip count as travel expenses.
- All credit card statement to verify travel must show the cardholder's name.
- Do not pay for insurance on rental cars, it cannot be reimbursed. Instead work with your advisor to comply with the Vehicle Policy.
- Gas receipts should not be submitted for travel in a personal vehicle. A mileage map should be provided.
- Travel expenses can only be reimbursed for individuals who are on University business. Spouses, children, or friends of students are not eligible to have their expenses reimbursed by the University, regardless of the funding you might have available.

TRANSFERS/PAYMENTS TO UNIVERSITY DEPARTMENTS

Electronic transfers can be used to pay for goods and services within the University (including payments to Departments and RSOs).

<u>Documentation to Upload</u>: A quote, confirmation email, or invoice. The expenses should be as itemized as possible unless it is a lump sum transfer of sponsorship.

TIPS: Avoiding Transfer Pitfalls

- Make sure to list the contact person in the service department in the Additional Comments section of the PR so that we can route your payment appropriately.