



# SAN DIEGO STATE UNIVERSITY

**Subject: Student Success Fee Academic Related Programs (SSF ARP) Policy and Procedures**

Department Name: All

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Approved by: Chris Bronsdon, University Controller

## **What are Student Success Fee Academic Related Programs (SSF ARP)?**

SDSU implemented a Category II Student Success Fee of \$50 per semester effective in fall 2014 and an additional \$50 per semester in each of the fall 2015, fall 2016 and fall 2017 semesters for a total fee of \$200 per semester by the 2017/18 academic year for the purpose of hiring additional tenure-track faculty and providing funds for enhancing student success through expanded academic related programs beyond what can be supported by state funding or existing student fees. There will be a \$25 fee per summer term effective summer 2015 with an additional \$25 per summer term in each of summer 2016, summer 2017 and summer 2018 for a total fee of \$100 per summer term that will be assessed. Effective in the fall 2018 semester, the semester and summer fee will increase based on the Higher Education Price Index (HEPI) inflationary factor and annually thereafter.

Ten (10) percent of the Student Success Fee revenues will support Academic Related Programs. Academic Related Programs are defined as those activities and programs which are an extension of the formal learning experience in a course or academic program. They provide an opportunity for students to become engaged and involved in their education outside of their academic courses. Academic Related Programs are at least partially sponsored by an academic discipline or department and are integrally related to the formal instructional offerings of the campus.

## **How are the funds accounted for?**

There is a process for students to submit proposals to be funded from SSF ARP funds. This process is jointly managed by Academic Affairs and the Campus Fee Advisory Committee (CFAC).

Academic Affairs will provide to the Budget and Finance Office a list of the SSF ARP allocations, by college, upon final approval by CFAC. The SSF ARP funds will be allocated to each college's dean's office (and Org value) in Oracle fund 1018 and endeavor 80XX with the last two digits designating the fiscal year of the allocation. For example, for fiscal year 2014/15, the endeavor value is 8014. The Budget and Finance Office will prepare and submit the budgets for SSF ARP Fund 1018 based upon the allocations provided by Academic Affairs.

### **Who processes the funds and approves the SSF ARP Expenditures?**

SSF ARP fund 1018 will be added to the Fiscal Approval Hierarchy (FAH) for each college with an allocation for a given fiscal year. A specific endeavor value is assigned to each fiscal year and MUST be used for both budget and expenditure of SSF ARP funds. For example, for the 2014/15 fiscal year, the endeavor value is 8014. Expenditures will be processed through routine established processes, e.g. requisitions, special guest lecturer forms, etc. Approval authority will be as established on the college/departmental FAH.

The college is responsible to expend SSF ARP funds consistent with the approved proposal and funds are not available for reallocation to other programs within the college. Unused funds will be returned to Academic Affairs upon completion of the program and once all program expenditures are finalized. Unused funds will be returned to Academic Affairs and will be made available for reallocation during the next proposal funding process.

### **When can I start spending my SSF ARP funds?**

Requisitions and expenditures can be processed as soon as the allocated budgets are posted.

All expenditure activity including requisitions, guest lecturer payments and check requests, must be processed within the annually published year-end guidelines (available on the [Project LEAP website](#)).

### **What do I do if I want to transfer funds from one SSF ARP account to another?**

Budgets are posted by college based on approved SSF ARP proposals. The college is responsible for ensuring that each of the approved programs does not over-spend its allocation. **Colleges may not reallocate funds.**

### **When will the disbursement be processed and where is the check sent?**

Disbursements are processed through Accounts Payable via their routine cycles. Payment terms for suppliers are net 30. Payments to individuals will be processed as soon as workload allows and may be disbursed via electronic funds transfer. [The Employee Direct Deposit Authorization Form](#) on the Accounts Payable website may be used for both employee and student reimbursement and may be submitted along with the invoice or check request. Payments not issued via EFT will be sent to the address on file in the Accounts Payable Supplier database. For employees, it is their address of record in the PeopleSoft HCM system.

### **What types of expenditures are **NOT** permitted?**

- Entertainment, i.e., refreshments, gifts, awards, incentives, hospitality table, etc.
- Department recruitment costs when a candidate is asked to give a lecture
- Direct costs to the educational program that should be paid by instructional funds
- Expenses directly related to offering a course
- Equipment
  - Equipment is defined as non-consumable. Purchase of equipment that is integrally related to the Academic Related Program may be considered in exceptional cases and must be included in the approved budget for the SSF ARP.
  - All equipment purchased with SSF ARP funds is University property and must be accounted for according to the University asset management policy.
- Per diem costs for Program Advisor travel
- **Grant in Aid of any kind, i.e. Scholarships, Grants, Study Abroad or Stipends**

## **What types of expenditures are permitted?**

**Supplies and Services:** Supplies are defined as consumable office materials, e.g., scissors, staples, paper, etc. Services are charges for such items as machine maintenance, film/negative copying/cutting, equipment rental, or contracts for specialized services such as music arranging or guarantees.

**Communication and Printing:** Communications and printing consists of telephone, postage, copying and printing costs.

**Travel:** Travel is defined as transportation, registration, meals, etc. when traveling. Food and lodging expenses are covered by the per diem allowance. Currently, the IRA/SSF ARP student travel allowance is \$80.00 per person, per day with a \$20 maximum food allowance and a \$60 maximum lodging allowance. This amount is based on approval of the President. There are occasions where the per diem may not be distributed directly to the travel party members, but applied instead to the group's lodging expense.

For any kind of travel (air, land or sea) involved with an SSF ARP activity, the required forms are listed on the IRA/SSF ARP Checklist. Reimbursements, advances, or purchase order requests for travel will not be processed unless the required travel forms, (as applicable) are completed, approved and signed by the Program Adviser and Dean/Chair prior to the departure date.

An IRA/SSF ARP Travel Authorization form, signed by the Program Adviser and approved by the Dean/Chair or designee, must be submitted before the travel occurs. An SDSU T-2 and Travel Expense Claim for the Program Adviser must be approved by his/her Dean. SSF ARP funds may pay for the transportation expense for one Program Adviser per trip, but per diem costs for the Program Advisor must be paid from non SSF ARP funds.

- **Food and Lodging:** Any food receipts that you submit must include a detailed list of food items ordered. All receipts for lodging are required with a list of the occupants who stayed in the room.
- **Mileage:** Vehicle mileage reimbursement is not to exceed the cost of a reasonable round trip fare (airline, train, bus). In other words, if the cost of vehicle travel (claimed either on an actual cost-of-gas basis or on the mileage allowance) exceeds the cost of air travel for an individual, reimbursement will be made at lower of the two, i.e., the airfare equivalent. The current vehicle mileage rate is listed in the SDSU Travel Procedures and Regulations document.
- **Use of Private Vehicles:** SSF ARP assumes no responsibility for individuals operating private vehicles. Insurance costs to the individual are considered to be part of the mileage reimbursement. The State of California form, "Authorization to Use Privately Owned Vehicles on State Business (Std. 261)", must be signed by each driver before transporting passengers in a privately owned vehicle on an SSF ARP activity. This form certifies that the driver (1) holds a valid California driver's license, (2) is covered by liability insurance and (3) will observe safety standards.
- **Other Forms of Travel:** When traveling, ticket stubs/passenger receipts must be retained and submitted to the SSF ARP department contact. Receipts turned in must reflect passenger name, travel dates, destination & cost of fare.

**Guest/Special Lectures:** Special lectures are defined as those given by non-campus speakers. Special lectures are paid by honorarium.

The AP Payment Request for Guest/Special Lecturer form must be used for honorarium payments for services performed and paid to individuals, i.e., guest lecturers, music arrangers/copiers. A Payment Data Record is also required for honorarium payments for services by individuals who are U.S citizens. A W-8BEN is also required for foreign persons. If there are expenses that will be paid to a guest lecturer, a purchase order must be generated. If you are paying a company for a guest lecture fee, a purchase order must be generated. The SSF ARP department contact will enter the requisition into Oracle. Contract and Procurement Management will issue a purchase order to the vendor/supplier.

A copy of the flyer or bulletin/brochure announcing the lecture or event, with acknowledgement of SSF ARP funding, must be attached also to the Guest/Special Lecturer form.

Please take note of the Internal Revenue Service (IRS) requirement regarding foreign guest lecturers:

“If the individual is not a U.S. citizen or permanent resident alien (green card holder), the individual must complete the SDSU Foreign National Information Form and form W-8BEN to determine US tax residency.”

If the guest lecturer falls under the above category, the payment request you submit will not be processed by the Accounts Payable Department **until** the required form is completed and approval from the SDSU NRA Tax Reporting Department is obtained by the supplier.

For further questions/inquiries regarding this IRS requirement, please contact:

Asami Guenther-, Tax Analyst – Audit & Tax Dept.  
(619) 594-5147 Email: [aguenthe@mail.sdsu.edu](mailto:aguenthe@mail.sdsu.edu)

The Payment Data Record Form is required to be submitted with the AP Payment Request for Guest/Special Lecturer form for lecturers who are U.S. citizens or permanent resident aliens. This is a one-time requirement for the payee, unless a change (i.e. address) has occurred since the initial form was submitted.

Submit all of the completed forms (as applicable) to Accounts Payable, Administration Room 116, Mail Code 1611. Accounts Payable will disburse the payment after the services have been completed.

### **Payment Options**

***Purchase Orders:*** The first and preferred method for procuring goods or services is via the requisition and purchase order process. With the departmental funds allocated to the Dean’s office and Org in Oracle in Fund 1018, requisitions should be submitted as usual, through the established workflow for your area. A specific endeavor is assigned to each fiscal year to assist departments in tracking their expenses. For example, for the 2014/15 fiscal year, the endeavor value is 8014. All forms for expenditures during a given fiscal year MUST include the appropriate endeavor value.

*Due to the unique nature of SSF ARP and the high degree of student involvement, it is recognized that the normal processes of requisitioning in advance may not always be viable. Therefore, the following options are available for SSF ARP funds.*

***Reimbursements:*** If you must make a purchase with your own money, you may be reimbursed by submitting an Accounts Payable Check Request form with yourself as the payee. **Approval of the reimbursement must follow the departmental FAH**

**delegation of authority.** Be sure to attach **original itemized** receipts for all such purchases to the Accounts Payable Check Request form. A Payment Data Record form is not required for faculty or staff.

**Advances:** When you do not know the exact amount needed, you may request an advance using an Accounts Payable Check Request form. Advances must be paid back or receipts must be provided within two weeks of return or travel or in the case of an advance for supplies within two weeks of when you receive the funds. Original receipts must be attached to a summary report of all expenditures incurred. The IRA/SSF ARP Cash Advance Summary Report form listing all expenditures along with original receipts attached must be submitted to Accounts Payable along with a check payable to San Diego State University for any unexpended funds. The check will be deposited to the SSF ARP Trust Fund 1018 and credited back to your program account.

**Advances will not be issued on an account with an advance still outstanding.**

**\*\*\* The individual receiving the advance is personally responsible for all funds not documented. \*\*\***

### **Exceptions**

The following exceptions apply to payment to individuals:

- **SDSU Employees:** payment for services must be processed through SDSU payroll.
- **SDSU Students:** payment for more than one-time services will be processed through student payroll. The Program Adviser should submit a copy of the payroll report to the SSF ARP department contact.
- **SDSU Faculty:** may NOT be paid for services from SSF ARP funds.
- **All other individuals:** Individuals that perform services four (4) or more times for the University must sign up as temporary help through SDSU Payroll. Program Advisers should submit requests for payment to the SSF ARP department contact on the appropriate payroll form.