



## CAS Student Group Grant Guidelines

In order to be reimbursed for expenditures, students must submit all receipts and an explanation and justification of all expenses two weeks after the event's end. Nothing will be reimbursed without an original receipt or the Committee's official reporting form. The Committee also reserves the right not to reimburse student groups that fail to submit the necessary paperwork in a timely manner.

A receipt includes the vendor's name, address, and contact details. It also shows the service provided, the date the service was provided, the hourly fee (if applicable), and the total fee charged for the service. If there were several services involved, those should be itemized, and charges should be broken out, according to each item's cost, on the receipt.

If student groups from various schools opt to work together on an event, each school must submit a record of its own expenditures (including receipt and explanation form).

### Example of Allowable Charges:

- Travel for a speaker who will be providing intellectual content (plane, train, etc.)
- 1-night hotel stay for a speaker providing intellectual content at a reasonable priced area hotel or bed and breakfast, especially for morning events or speakers with lengthy trips to Cambridge (maximum \$175/night)
- Parking for a local speaker, who will be driving their own vehicle to a Harvard event
- Posters for the event
- Conference supplies (name tags, folders for attendees, etc.)
- A/V charges, including videotaping, as long as it is done at a reasonable rate
- Food for events
- Website design or redesign, if the site will feature intellectual content, or help to amplify the group's intellectually oriented mission
- All ticketed events which receive at least \$200 worth of funding must provide at least \$50 worth of tickets to be lotteried to students, or a minimum of two tickets where ticket/registration cost greater than \$50

### Examples of Non-Reimbursable Charges:

- Airfare or trains to Boston in anything other than coach
- Hotel bills from The Charles Hotel, or the Inn at Harvard, unless students can explain - in advance of the hotel stay - why theirs is an extraordinary situation
- Space rental charges - especially at places like The Charles Hotel or the Sheraton Commander Hotel
- Bartenders or alcohol
- Maid services
- Dry cleaning
- Taxis or car rentals (ZipCar included) for students who are not event speakers
- Unexplained or exorbitant sums paid to other students, especially charges submitted without a receipt
- DJs or bands for parties
- General planning meetings
- Tax - as an educational entity, we are tax-exempt; we do not reimburse for tax