STUDENT GROUP GRANT GUIDELINES

Students must submit all receipts and an explanation and justification of all expenses for purchases made using CAS funds within two weeks after the event’s end. Failure to submit receipts and all required documentation may preclude future funding. If student groups opt to work together on an event, each group must submit its own grant application and a record of its own expenditures.

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.

CAS encourages groups to make their events open and accessible to Harvard University students and the Harvard community. If an event is ticketed or invite only, please explain how your group will meet this requirement in the “Publicity Plan” section of your Student Group Grant Application.

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 $163/night December – February OR maximum $273/night March – November)
- 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.) used for the event
- A/V charges, including videotaping
- Food for events
- Website design or redesign, if the site will feature intellectual content, or help to amplify the group’s intellectually oriented mission

Examples of Non-Reimbursable Charges:
- Airfare or trains to Boston in anything other than economy
- International travel, unless approved by CAS 45 days in advance
- Space rental charges external to Harvard University
- Bartenders or alcohol
- Maid services or cleaning
- Ground transportation for students who are not event speakers
- Any sum paid to other students
- DJs or bands for parties
- General planning meetings
- Tax – as an educational entity, we are tax-exempt; we do not reimburse for tax