**THE PROCESS**

1. Organizations must submit an application on SGA’s website.
2. A Senator will then contact the organization and begin writing a bill.
3. The bill will be presented at a weekly SGA business meeting held on Friday. A representative from the student organization must be present at the SGA business meeting to answer questions if amount requested is over $100.
4. The Senate will then vote on the funding request bill.
5. If passed, all the paperwork from the checklists must be submitted within 10 business days after the event or travel. If paperwork is not submitted the organization must reapply.

**NEED TO KNOW**

- Funding is by reimbursement.
- Funding is on a first come first serve basis; the senate only has a set amount.
- Funding is only granted while Senate is in session.
- Funding request submitted are for events and travel held in the same semester. You may not apply for funding request for an event or travel that happened during the prior semester or previous academic year.

**TRAVEL CHECKLIST**

- Travel Authorization Form
- Employer Identification Number (I-9)
- Direct Deposit (optional)
- Proof of Attendance
- Travel Expense Statement
- All applicable receipts

**EVENT CHECKLIST**

- Employer Identification Number (EIN)
- Event Sign-In Sheet
- Direct Deposit (optional)
- Advertisement
- Catering Invoice
- All applicable receipts

Submit all checklist items to: SGA Business Operations Specialist Misty Gartrell

mgartrell@augusta.edu (706) 737 1610

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