

YALE SCHOOL OF MEDICINE

STUDENT ORGANIZATIONS GUIDELINES

The Office of Student Affairs supports many student groups each year. All groups should follow the guidelines below to ensure a smooth and successful year! We are here to work with you to achieve your goals. To help with planning, please consult early with the Director of Student Programs.

Student Interest Groups must be open to and inclusive of all medical students and programs should be aimed at issues of interest to the greater community. Groups with a focus on the interests of a single constituency will not be funded unless a case is made that the purpose of the group benefits our community.

REGISTRATION & BUDGET FORMS

A Student Organization **Registration Form** must be completed each year for each organization, whether the organization is pre-existing or new. Every group must have a **faculty advisor**.

A detailed **budget** must be completed and submitted with the registration form for review and approval. Please provide as many details as possible so a budget amount can be determined. Include such details as:

- Date
- Purpose of event
- Estimated number of attendees

***Please Note:** Inter-professional activities must have in-kind funding from the appropriate professional schools.

Please submit completed Registration Form and Budget by July 1st.

SPECIAL NOTE FOR GROUPS INVOLVING MINORS

Beginning in 2014, Yale has adopted new policies and built a website (<http://programs-minors.yale.edu>) that offers resources, guidelines, and training for students and faculty who work with young people. Yale has also established a Committee on Programs for Children and Youth that will review, approve, and advise new and existing programs. Please complete the registration form at <http://programs-minors.yale.edu/program-registration-form> (in addition to the Student Affairs registration form) to get University approval for your groups' activities.

FOOD

Only one full meal (lunch or dinner) will be considered in a given year for an organization. Light snacks or refreshments will be considered for additional events/meetings (up to \$2.00 per person, not to exceed \$40). Meals that take place at a faculty member's home should be paid by the faculty member.

COPYING & PRINTING

Utilize the Student Affairs copy machine for copying or printing flyers or other materials. Please inform the receptionist prior to using the equipment and remember that staff has priority.

MEDICAL SUPPLIES

Any medical supplies or personal care supplies should be purchased from Moore Medical through the Office of Student Affairs. Contact the Director of Student Programs for assistance.

CONFERENCES & TRAVEL

When attending a conference or other event, supporting documentation (such as the conference brochure, itinerary or letter of invite), listing the date(s) and purpose of the event, must be submitted with the reimbursement request. Conferences must be related to the mission of the organization and related to the medical school. Only 2 students will be funded up to \$500 per student to attend and the expectation is that those 2 attendees will educate the community upon their return. International conferences will not be funded.

TRANSPORTATION

Please book travel through the Financial Assistant in Student Affairs. Travelers should book the lowest available economy class airfare, consistent with business requirements. Whenever possible, make travel plans early enough to book flights at least fourteen days in advance. This will allow one to take advantage of special advance purchase fares.

Travelers should book service on Metro-North or Amtrak consistent with their business needs. Acela Express will not be reimbursed. To take advantage of any University-negotiated discounts on Amtrak, travelers must make reservations using the University's preferred full-service travel agency. There is no charge for booking trains through this service.

Students may use their personal vehicles for business purposes. The use of a personal vehicle for University business will be reimbursed at the federal mileage allowance rate for business travel published in the Controller's Office Fact Sheet (Effective 1/1/16; 54 cents per mile). This rate covers the cost of vehicle usage, including gasoline. In addition to this allowance, travelers will be reimbursed for tolls and reasonable parking fees. Zip cars will not be reimbursed unless approved ahead of time.

Please Note: There is a limit on vehicle reimbursement of no more than the economy class airfare for a similar trip. The University assumes no liability for any loss or damage to the student's vehicle. If an accident occurs when a traveler is using his/her personal vehicle for business travel, the student's personal automobile liability and physical damage insurance is primary.

****Transportation for patients and minors is not permitted.**

REIMBURSEMENTS

Complete and submit a Reimbursement Request Form with receipts, list of attendees and supporting documentation. The reimbursement must stay within your approved budget. Alcohol is not a reimbursable expense. Reimbursement requests should be submitted within 10 business days of incurring the expense or returning from a conference, to the Student Affairs Financial Assistant's inbox located at 367 Cedar Street, Bldg D, 2nd floor, New Haven, CT 06510.

An itemized receipt must be submitted with your credit card receipt. For example, catered food obtained from a restaurant- you must supply the credit card receipt and an itemized receipt of the total expense. Grocery Store purchase- an itemized grocery receipt must be submitted, not just the credit or debit card receipt. Reimbursements will not be processed without a valid itemized receipt. **A credit card statement is not a valid receipt.**

Please submit a list of attendees with food reimbursement requests and the flyer or email with event information.

Reimbursements must be redeemed within 90 days of the original transaction date. Some reimbursements will be processed through an online direct deposit system when available. Other methods of reimbursement include Petty Cash Vouchers cashed at the YSM Cash Office and Check Requests processed through Yale's Accounts Payable department.

The maximum rate for reimbursement of tip is 20%.

Yale's Tax Exempt certificate may NOT be utilized for your purchases.

Expenses that are reimbursed based on the conditions set forth above are not treated as income to the individual and generally will not be subject to tax withholding or reporting.

NON-REIMBURSABLE EXPENSES

Non-reimbursable expenses include, but are not limited to, child care, pet care, international travel, alcoholic beverages, honoraria or gifts for guest speakers or faculty members, durable equipment, gym and recreational fees, laundry or valet service, personal grooming services, car rental (including Zip cars), dues, lost baggage, lost or theft of cash advance money, airline tickets, personal funds or property, parking tickets or traffic violations, meals for spouses/guests, travel-related expenses for spouses/guests.

GRANTS, CONTRACTS, AGREEMENTS AND BANK ACCOUNTS

Any grant proposal being submitted to a sponsor for consideration for funding, must be reviewed and approved by the Student Affairs Business Office. The student should contact the Business Office for assistance with development of the budget in accordance with sponsor and University guidelines and policies. This should occur at least 10 working days prior to the grant deadline.

Please contact the Student Affairs Business Office regarding all contracts and agreements. It is important that you understand that you cannot sign any contracts on Yale's behalf or open any bank accounts utilizing Yale's name or affiliation.

NOTE: Forms, Guidelines, Policies and Procedures are under review for revisions as necessary.