



# The Eagle Source

Student Governance Services



## ■ Table of Contents

Important Dates .....	4
Be Responsible.....	7
Org Chart .....	8
Hub Division Links.....	9
Where the Money Comes From .....	12
How Do Organizations Receive Funding?.....	15
How to Make Purchases.....	20
How to Submit a Request for Reimbursement .....	26
Acceptable vs Unacceptable Receipts .....	28
How to Submit a Payment Request.....	38
Forms.....	39
Branding and Marketing.....	40
Do's, Don'ts & Misc Notes .....	41
Appendix	
– Alcohol and Drug Abuse Policy .....	45
– Raffles and Other Contest Giveaways .....	59
– University Recognized Student Organizations .....	60
– Student Vehicle Use Policy.....	66
– Allocated Report.....	75
– Self Generated Report .....	76
– Emory Travel Flight Assistance Questionnaire .....	77
– Group Travel Template.....	78

## Contact Us

We are located in the Emory Student Center...

SILT - Student Involvement Leadership and Transitions

South Tower

Suite S309

(404) 727- 6169

[silt@emory.edu](mailto:silt@emory.edu)

SGS - Student Governance Services

North Tower

Suite N219

(404) 727-9918

(404) 727- 7200

[sgs@emory.edu](mailto:sgs@emory.edu)

## Mailing Address

Emory University

SILT/SGS

Mailstop Code 1028-003-1AC

1762 Clifton Road

Atlanta, GA 30322

Please visit our website [https://lead.emory.edu/involvement/student\\_governance\\_services.html](https://lead.emory.edu/involvement/student_governance_services.html) for the most up-to-date forms and updates/amendments/corrections to the Eagle Source Handbook.



CHAPTER 1

# Important Dates

For organizations/councils/divisions running on the calendar year:

**January** - Initial Planning Meeting between ADF (Associate Director of Finance) of Student Governance Services and Divisional/Executive Agency Treasurers

**January/February** - Treasurer turns in budget deliverables to ADF of SGS

**February** - Processes are Updated and Posted

**February/March** - Organizations request budgets via The Hub

**April** - Deadline for Divisional/Executive Agency Treasurers to approve budgets and turn in to ADF of SGS

**April** - Deadline for all organizations to re-register their Hub portals.

**May - First Thursday of Month** - Deadline to submit all financial transaction requests for the Fall and Spring semesters.

NOTE: Requests are to be turned in within 10 business days after the event. Semester deadlines are solely to capture any remaining requests.



**August - Second Thursday of Month** - Deadline to submit all financial requests for the Summer & final opportunity to submit all requests for the budget year.

NOTE: Any requests turned in after this date may be processed against your new year budget thereby lowering your available funds for the year. It is of the utmost importance that ALL requests are turned in by this date.

**September** - Annual mandatory compliance training (it is required that all presidents/ treasurers attend one session; even if you completed training prior.)

**September 1** - Start of budget year.

**December - Second Tuesday of Month** - Deadline to submit all financial transaction requests for the Fall semester.

NOTE: Requests are to be turned in within 10 business days after the event. Semester deadlines are solely to capture any remaining requests.



## For organizations/councils/divisions running on the academic year:

**August - Second Thursday of Month** - Deadline to submit all financial requests for the Summer & final opportunity to submit all requests for the budget year.

NOTE: Any requests turned in after this date may be processed against your new year budget thereby lowering your available funds for the year. It is of the utmost importance that ALL requests are turned in by this date.

**September** - Annual mandatory compliance training (it is required that all presidents/ treasurers attend one session; even if you completed training prior.)

**September 1** - Start of budget year.

**December - Second Tuesday of Month** - Deadline to submit all financial transaction requests for the Fall semester.

NOTE: Requests are to be turned in within 10 business days after the event. Semester deadlines are solely to capture any remaining requests.

**January** - Initial Planning Meeting between ADF (Associate Director of Finance) of Student Governance Services and Divisional/Executive Agency Treasurers

**January/February** - Treasurer turns in budget deliverables to ADF of SGS

**February** - Processes are Updated and Posted

**February/March** - Organizations request budgets via The Hub

**April** - Deadline for Divisional/Executive Agency Treasurers to approve budgets and turn in to ADF of SGS

**April** - Deadline for all organizations to re-register their Hub portals.

**May - First Thursday of Month** - Deadline to submit all financial transaction requests for the Fall and Spring semesters.

NOTE: Requests are to be turned in within 10 business days after the event. Semester deadlines are solely to capture any remaining requests.



CHAPTER 2

# Be Responsible

As officers of your student organization, it is vital to understand and be knowledgeable about the policies and procedures of using your organization's funds at Emory University. First, thank you for taking on this incredible role as it carries a lot of responsibility. As a financial entity overseeing financial matters for your organization, please be sure to balance the competing philosophies spending the money that has been allocated to your organizations between self-generated funds and allocated Student Activity Fee money while also being a good steward of the money by limiting needless spending. It is a difficult balance, but the more you are able to plan and budget in advance helps prevent needless spending or extra fees associated with planning involving a time crunch.

Again, thank you for upholding the values of these roles and always remember you have various resources between Student Governance Services and Student, Involvement, Leadership, and Transitions.

## Governing Documents

The [G]SGA Finance Codes in conjunction with the Eagle Source govern all finance-related activities for all divisional councils and chartered student organizations.

The [G]SGA Finance Codes and the Eagle Source overrides any division-specific policy or governing document. Contact your divisional treasurer with any questions.

Self-Generated speedtypes will be forfeited if not used in 2 years.

Overdrawn speedtypes will result in a freeze of all your organizations accounts until the debt is repaid (must repay by December 1st or organization may be de-chartered).

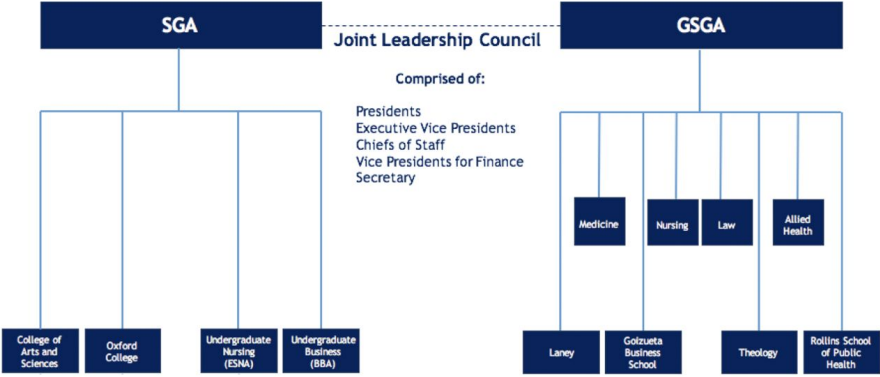




CHAPTER 3

# Org Chart

## SGA/GSGA Structure







CHAPTER 4

# Hub Division Links

Current Executive Officers can be found on The Hub...

## Governments

Undergraduate SGA

<https://emory.campuslabs.com/engage/organization/student-government-association>

Graduate SGA

<https://emory.campuslabs.com/engage/organization/graduate-student-government-association>



## Undergraduate Divisions

BBA

<https://emory.campuslabs.com/engage/organization/goizueta-bba-council>

College Council

<https://emory.campuslabs.com/engage/organization/college-council>

ESNA

<https://emory.campuslabs.com/engage/organization/emory-student-nurses-association>

Oxford\* (operates independently of Atlanta Campus)

<https://emory.campuslabs.com/engage/organization/student-government-association-oxford>

## Executive and University-Wide Agencies

Club Sports

<https://emory.campuslabs.com/engage/organization/student-government-association-oxford>

EEVM

<https://emory.campuslabs.com/engage/organization/emory-entrepreneurship-venture-management>

Media Council

<https://emory.campuslabs.com/engage/organization/media-council>

Outdoor Emory

<https://emory.campuslabs.com/engage/organization/outdoor-emory>

Student Programming Council

<https://emory.campuslabs.com/engage/organization/spc>

Table Talk

<https://emory.campuslabs.com/engage/organization/tabletalk>

## Graduate Divisions

### Allied Health

<https://emory.campuslabs.com/engage/organization/allied-health-council>

### Graduate Arts & Sciences

<https://emory.campuslabs.com/engage/organization/allied-health-council>

### Graduate Business

<https://emory.campuslabs.com/engage/organization/graduate-business-association>

### Graduate Nursing

<https://emory.campuslabs.com/engage/organization/graduate-nursing-council>

### Medical School

<https://emory.campuslabs.com/engage/organization/medical-school-senate>

### Public Health

<https://emory.campuslabs.com/engage/organization/rollins-student-government-association>

### Student Bar Association

<https://emory.campuslabs.com/engage/organization/student-bar-association>

### Theology

<https://emory.campuslabs.com/engage/organization/candler-coordinating-council>



CHAPTER 5

# Where the Money Comes From

## Where does the money come from?

The Student Activity Fee (SAF). The SAF is paid once per semester along with tuition & other fees by all actively enrolled students at Emory University. The SAF is paid directly to each division (school) with a percentage transferred to the appropriate government ([G]SGA).

The SAF for the 2022/23 academic year is \$114/semester for SGA (Student Government Association) and \$99/semester for GSGA (Graduate Student Government Association).

Student Organizations must adhere to Emory/SGS/SGA/GSGA/Divisional financial guidelines (purchase restrictions, spending caps, etc.).

**IMPORTANT NOTE: NOT FOLLOWING ALL POLICIES/PROCEDURES/GUIDELINES runs the risk of a payment/reimbursement request being denied or delayed. It is the student spending the funds responsibility to ensure that they are following ALL policies/procedures/guidelines PRIOR to making purchases.**

Each division, council and/or entity has individual processes for distributing their allocation of the SAF to student organizations chartered under them. See Budget Process for more information.

Funds are stored in an Emory University held account and each organization has a unique speedtype (essentially a bank account number) that holds their funds. All chartered organizations are eligible for a self-generated speedtype and all



organizations that receive allocations from their division, council or entity have an additional account known as an allocated speedtype.

## Speedtypes

**0000099999**

**0850000000**

Speedtypes are unique account numbers housed within Emory University for student organizations.

They are always 10-digits (either with 5 leading zeroes or with one leading zero)

Treat your speedtype like your bank account number (do not share). You are responsible for all charges to your speedtype.

There are two main types of speedtypes: allocated, and self-generated. (Divisions/ University-Wide/Executive Agencies/Entities have a third type, Contingency)

## Allocated

For organizations with an allocated charter

Speedtype where SAF funds granted by division, councils or entity/[G]SGA are deposited

Funds do not rollover between academic years (Use it or lose it!)

All expenditures must abide by the [G]SGA Finance Codes (restrictions/caps). Your division, council, or entity may have an additional finance code.

Funds cannot be transferred to other university departments without documentation of expenses.

**ALLOCATED FUNDS CAN NOT BE MOVED TO SELF-GENERATED ACCOUNTS**

## Self-Generated

All chartered organizations are eligible for a self-generated speedtype

Organizations must deposit all funds collected from dues, fundraising, etc.

Funds roll over every year but are reclaimed if there is no activity for 2 years.

## Account Codes

Account codes indicate what category your purchases are classified to.

Always a five-digit number

Helpful for budgeting and planning so you know how much you anticipate spending for each category (account)

Examples include Travel (56100), Catering (56515), and Office Supplies (53200)

Please visit our website for a full list of account codes: <https://lead.emory.edu/involvement/SGS%20Forms.html>



CHAPTER 6

# How Do Organizations Receive Funding?

There are three ways organizations receive funding.

First - requesting and being approved for budget allocations\*\* from the governing division/council/entity of your organization. Budget requests are submitted and approved annually in the spring of the prior academic year on the Hub. (See Budget Process section)

Second - requesting and being approved for supplemental funding\*\* from the governing division/council/entity of your organization. Each governing division/council/entity has their own unique process, and the treasurer of the organization needs to reach out to the VP of Finance of their governing division/council/entity.

**\*\*IMPORTANT: Funding via budget allocation and/or supplemental funding is NOT guaranteed. Do not spend money prior to confirmation of receiving funds.**

Third - fundraising. There are many ways to fundraise. Many of these options can be paid via check or electronic payment to Emory on behalf of your organization. All funds raised on behalf of your organization **MUST** be deposited to your organizations self-generated speedtype. (See Deposits section)

- Crowdfunding - email: [annualgiving@emory.edu](mailto:annualgiving@emory.edu) or see website: <https://momentum.emory.edu/>
- Restaurants- Chipotle, Doc Chey's (request a copy of Emory's w9 from SGS (Student Governance Services))
- Dues/Memberships- (see HubX section)

- Selling Merchandise- (see HubX section)
- Grants/Competitions
- Donations/Gifts- please specify on all deposits that include donations; as donations require special handling.
- Remember, this is not an all-inclusive list. There are many ways to raise funds, these are just the most popular.

## Budget Process

The most popular way to receive funding is by requesting a budget from your governing division/council/entity during the budget submission process. This process occurs during the spring semester for the following academic school year. You should receive an email from your governing division/council/entity's VP of Finance informing you that the process is open as well as the deadline to submit requests. It is of the utmost importance that you submit these requests by the given deadline as it affects your organization's access to funds for the following year. Officers transitioning out mid to late spring need to be mindful of setting the organization up for success the following academic year by ensuring budget submissions are completed timely and accurately.

The process is located in The Hub and each division/council/entity specific requirements different from the next. Please note submitting the requests in The Hub is MANDATORY for every organization interested in obtaining allocated funding for eligible organizations. The steps for submitting your budget within The Hub are as follows:

1. Log in to The Hub
2. Navigate to your Organizational Portal
3. Click Manage Organization
4. Click the organizational menu (hamburger button to the left of your organizations name)
5. Click Finance in drop menu (you should be on the Purchase Request Screen)
6. Click the Create Request button (blue button)
7. Click Create Budget Request button (pop-up)
8. Locate & select your governing division (EXTREMELY IMPORTANT- selecting the wrong division will cause you to have to resubmit your entire request or cause you to miss the deadline resulting in you not receiving funding)
9. READ & FOLLOW ALL OF THE INSTRUCTIONS!!



10. Once you click submit, your request will reflect submitted status. If necessary, you can withdraw, make changes, and resubmit, if necessary, prior to the deadline date. Please do not create a new request.



---

## Approvals

---

As stated, each division has unique and separate requirements which may include processes outside of The Hub. Once all steps have been completed and budgets have been approved, the amounts will be updated and approved in the Hub. The person who submitted the budget request will receive an email informing the results of the approved budget. Budgets are approved in The Hub by the end of April.

All funds will be available at the beginning of the following academic year. Please note that Emory's fiscal year officially begins on September 1; therefore, funds will be physically moved to each speedtype at that time.

## HubX

HubX is the Emory University online Marketplace for organizations to college membership dues and/or sell tickets, merchandise, and more!

You must have an Emory email address to login to HubX.

All purchases are made with debit and credit cards for simplicity. Treasurers do not have to handle cash/money orders and the funds are automatically deposited into the respective organization's speedtype.

All transactions completed on HubX are automatically deposited to your self-generated speedtype monthly.

The organization treasurer is the only person with administrative access to your account.

The treasurer can create posts for sale, remove posts, approve refund requests, and view activity.

### Important Notes:

There is a 5% transaction fee that is automatically deducted from each purchase.

Refunds can be requested up to 30 days after purchase. (The treasurer must approve refund requests but, the purchaser can report purchases as fraud to their financial institution. Banks have final authority to approve/deny refund requests.)

The transaction fee is refunded to the student; therefore, the organization covers the fee even in the case of a refund.

Please contact [sgs@emory.edu](mailto:sgs@emory.edu) for assistance with HubX.

## Deposits

All funds raised, whether internal or external to Emory, MUST be deposited in your organization's self-generated account. All fundraising/events utilizing student activity funds must repay the amount used to your allocated account before depositing proceeds to your self-generated accounts. Organizations can make deposits to multiple speedtypes. Description of all funds being deposited are necessary for bookkeeping purposes.

Non-Emory organizational bank accounts are strictly prohibited.

**Internal Emory Departments** - Please provide the department with your organization's self-generated speedtype and request they complete a journal entry to transfer the funds.

**Checks/Money Orders/Cash** - Please complete a deposit form (most recent version available on the SGS website) and deliver to the SGS office during office hours OR drop in the deposit drop-box (there is a QR Code at the drop-box that can be used to electronically submit a deposit form) outside the SGS office after hours.

- Separate checks/money orders from cash.
- Put all bills of the same denomination together with all bills facing up and the same direction.

**Payments by Mail** - If a check needs to be mailed to the SGS office, please ensure that you email a completed deposit form to our office and inform SGS of the expected check. Please be sure to include the name of the payor and the amount of the check. Our mailing address is:

Emory University- SGS Office  
1762 Clifton Road  
Mailstop: 1028-003-1AC  
Atlanta, GA 30322

**Wire Transfer (from Companies)** - Please obtain wire instructions from the SGS office. SGS must be notified after wire transfer has been completed. The student organization is responsible for notifying SGS of wire transfers.

**Credit/Debit Cards** - please use HubX to create a listing in your organization's storefront. Funds will be automatically transferred to your speedtype at the end of each calendar month.



## CHAPTER 7

# How to Make Purchases

Funds from the Student Activity Fee are never distributed in cash. To use these funds, student organizations must submit reimbursements or payment requests. All requests for reimbursement/payment should be made no later than 10 business days after event or expense (whichever is latest). All requests must be submitted via the Form on The Hub (see [How to Submit a Payment Request](#)).

There are multiple ways of making purchases... If you have any questions, please reach out to SGS (Student Governance Services) for clarification PRIOR to making any purchases. Please make a note of funding caps on certain categories of purchases (see below).

For payments to be processed, all transactions must include a completed Payment Request Form; as well as any necessary receipts, invoices, bank statements, etc. ALL documents must be saved in jpg, pdf, or png ONLY. We are unable to accept HEIC, SharePoint files, or any files that are linked or require us to login. Submitting documents in any unauthorized format will delay the process to disperse payment/reimbursement.

Payment Requests- SGS processing payments directly to the vendor. The payments can be check or ACH depending on the vendor's preference. We recommend ACH. ACH stands for Automated Clearing House network. It is an electronic form of funds transferred between banks and credit unions.



## Contracts

Students CANNOT sign contracts! All contracts must be signed by a designated SILT (Student Involvement, Leadership, and Transitions) staff member with signature authority. Contracts with price points higher than \$20,000 require an added level of approval from Campus Life and will require more time to fully execute. (Failure to abide will result in a denial of payment/reimbursement.)

Contracts must be submitted via the Contract Submission process in the Hub: Forms>Contract Submission for Review and Signature

Contracts must be submitted NO LESS THAN 4 weeks prior to the event. Contracts submitted less than 4 weeks will be rejected & event will need to be rescheduled.

## Invoices/Quotes

Quotes will provide a purchase order that will require an invoice to be paid.

Invoices can be paid directly.

Preferred Vendors - You can contact the vendor directly to place the order, provide the SGS contact information. We will provide a purchase order and will pay the vendor directly.

PCard - Make an appointment with SGS (minimum of 48 hours (about 2 days) in advance) to place orders over the phone or online. Appointments will be available to conduct pcard purchases M-F before 12noon. Receipts should be emailed to SGS immediately.

Advisor-Assisted - Your advisor can use their corporate card to place orders on your behalf. You must provide them with written approval to use your funds by charging your speedtype. They will need to process an expense report to reconcile their corporate card.

Reimbursement - SGS does not recommend students paying out of pocket.

## Funding Caps

To provide an equal opportunity for all organizations to access the Student Activity Fee funds, [G]SGA has implemented funding caps that apply throughout all divisions.

	SGA (Student Government Association)	GSGA (Graduate Student Government Association)
Food/Beverage (combined)	\$20	\$30
Travel- Lodging	Current SAF (Student Activity Fee) \$	Current SAF \$
Travel- Transportation	Current SAF \$	Current SAF \$
Retreat	\$12	Current SAF \$

Exceptions to funding caps may be approved under extenuating circumstances. Approval must be granted via email prior to expenditure/activity beginning. Request exception via SGS.

## Direct Charges

(Emory affiliated departments that take your speedtype & charge your account directly.)

- Emory B&N Bookstore (do not resubmit requests to SGS)
- Campus Dining/Bon Appetit Catering
- Campus Services (rent tables/chairs)
- Room/Space Reservations
- Document Services
- Emory Conference Center & Hotel

## Printing

You can print using Emory's Printing Services in two ways:

If you only need to print a small job, use your Eagle Card to print at EaglePrint stations across campus. To receive reimbursement, you will need to print your activity. Go to [eagleprint.emory.edu](http://eagleprint.emory.edu), click on "Activity" and save a screenshot of the funds used.

If you print regularly, you can obtain a departmental print card from Emory Card and have your printing costs charged directly to your speedtype. Please note that this

service costs \$2 to set up and you should contact [emorycard@emory.edu](mailto:emorycard@emory.edu). You can also use EaglePrint for charging 3D printing, decal and sticker making and button making at the TechLab; as well as for art supplies at the ArtsLab.

**REMEMBER:** You must obtain a completed reimbursement form signed by the treasurer to obtain reimbursements for either of these methods.

## Reserving space on campus.

To reserve any space on campus, you will need a speedtype. If there are any charges associated with the rental of your space, the charges will be charged directly to your speedtype account.

Policies and procedures for reserving space are dependent upon each building's facility rules. Please contact the building management team about the space that you are interested in reserving.

This section is dedicated to buildings and spaces managed by Campus Life. These spaces include the following:

- Alumni Memorial University Center (AMUC)
- ESC Plaza
- Cox Hall Ballroom
- McDonough Plaza
- Campus Life Pavilion
- McDonough Field
- Emory Student Center (ESC)
- Asbury Circle

There is a wealth of useful information available on the Student Center Operations and Event's (SCOE) website including reserving space, helpful tips for planning an event; as well as publicizing your event. I suggest you take a moment to peruse the website prior to planning your next event!

This link will take you to the specific steps for reserving space; as well as the actual 25Live link: <https://studentcenter.emory.edu/facilities/plan-an-event/reserving-a-space.html>

Spaces are reserved via 25 Live. This link will take you to the policies/fees (if applicable): <https://studentcenter.emory.edu/facilities/space-reservation/policies-fees.html>

Oh the places we will go

Travel: Flights, Hotels, Vehicles...

## How to book flights

If the full amount of the airfare is being paid by the organization (for a student or on behalf of a guest) you must use Emory's Travel Agency. If student (or guest) is responsible for any part of the ticket, they must buy the ticket out of pocket (using Emory's Travel Agency) and request reimbursement after the conclusion of the trip.

The Concur app (and the Emory travel website) has a ton of useful information. Additionally, you can find Emory's travel policies.

Log into the Emory travel website (You will need to login with your Emory credentials):

<https://finance.emory.edu/home/procurement/travel/index.html>

Scroll down to Travel Portal link

Under My Apps, click Concur.

If this is your first-time logging in, you will need to complete your profile setup.

On the left is the Trip Search panel, you can search for flights, trains, car rentals and hotels.

You can search and book your travel.

All travel booked through the Concur app is auto approved.

Group travel (8 or more) can also be booked through the travel agency. On Travel Portal site, scroll down to links & click Agent Contact List. Complete the Emory Travel Flight Questionnaire for each of the travelers.

International Travel- All international travel must be booked via travel agency after approval for travel from the Office of Global Strategies & Initiatives (GSI): <https://global.emory.edu/services/travel/index.html>.

## Hotels

All hotels require a folio. These are usually provided upon check-out. Some hotels will automatically email your folio upon checkout and some you must specifically ask. It's best to always check out at the front desk and obtain a copy before you leave. Include the names of all students that occupied each room.



## Travel by vehicle

All travel policies apply to personal vehicles, rentals, and university-owned vehicles when driving on-behalf of Emory. Examples: To/From practices and to/from any organization planned event.

All drivers must complete the driver's certification and vehicle/van/golf cart certification safety courses; as well as submit for a motor vehicles review (organization's speed type will be charged a cost which vary by state/territory) prior to travel (email [silt@emory.edu](mailto:silt@emory.edu) for assistance). Please allow up to 3 to 4 weeks, depending on the state your driver's license is located, to complete the certification process.

To begin the motor vehicle verification process and driver safety course, please go to The Hub to fill out the proper paperwork.

The Hub > Forms > Consent to Motor Vehicle Verification

When driving any distance greater than 500 miles (one-way) you must obtain the approval of the Director of SILT (approval must be obtained prior to trip in writing via email).



CHAPTER 8

# How to Submit a Request for Reimbursement

ALL reimbursements must be turned in no later than 2 weeks (10 business days) after purchase.

Reimbursements of \$250 or less can be refunded on a reloadable, Mastercard gift card called a Clincard.

Two to three weeks turnaround for mailed reimbursement checks.

The mailing address is pulled from OPUS (please ensure to update your mailing address). Please note on your reimbursement form what address you would like to use (must be listed in OPUS).

Itemized receipts are mandatory (purchaser is responsible for requesting one prior to leaving establishment if not provided one).

Write-in tips must include a bank statement (NEVER tip in cash. Cash tips are non-reimbursable).

## Receipts

(see [Acceptable vs Unacceptable Receipts](#))

Do not purchase gift cards with allocated funds. Purchasing a gift card is only allowed via self-generated funds.)

Purchases using a gift card/certificate as the method of payment will only be reimbursed on the Clincard (reloadable, Mastercard gift card).

Do not pay for items with points, credits, etc. (these methods are non-reimbursable).

Do not purchase tobacco products this includes, but not limited to hookah.

All documents need to be turned in together. Any submissions that do not include every document required will not be processed and will be rejected.

The payment request form must be completed in full (no blank fields).

The treasurer must sign off on all requests (if the treasurer is the person being reimbursed, the president must sign off). This is absolute per the monetary code.

All documents must be saved as pdf, png, jpg, jpeg ONLY. No links to SharePoint or files will be accepted.

Mileage reimbursements MUST utilize the mileage reimbursement template. (Template is located on the Hub and the SGS website: <https://lead.emory.edu/involvement/SGS%20Forms.html>.) Additionally, if you are reimbursing mileage for practices, you must submit requests at least every 2 weeks.

If the name on the receipt is different from the student being reimbursed, you must provide a copy of the bank/credit card statement showing the charge coming from the student's account.

If someone other than the student made the purchase, that person must be reimbursed (can reimburse non-Emory affiliated individuals as a guest reimbursement).

## Reimbursements for employees:

All employees must submit expenses via an expense report. This includes faculty/staff advisors, employees that are also students. All SGS (SGA/GSGA) policies (Eagle Source) must be followed; please note that SGS policies include and, in many cases, have requirements beyond Emory's employee policies.

CHAPTER 9

# Acceptable vs Unacceptable Receipts

## Acceptable Receipts

AT058: 640 Peachtree  
640 Peachtree St NE  
Atlanta, GA 30308

**RECEIPT**

Ticket Number 850A0020456  
License Plate [REDACTED]

Entry 04/08/2022 03:22:56 PM  
Exit 04/08/2022 08:26:46 PM  
Your Stay 0d 5h 4m

Total Parking Fee \$32.00  
Balance Due \$32.00

Amount Paid \$32.00  
On Card 6094  
Card Type MasterCard  
Transaction ID 45521356

**Acceptable**

Shows purchase details





**Acceptable**

- Fully itemized
- Shows method of payment
- Store/Vendor name
- Date of purchase

**Publix**

When you arrive at Publix, please head to the Deli department. Since you paid online, simply pick up your order, and go!

Publix at EMORY COMMONS (#723)  
2155 NORTH DECATUR ROAD  
DECATUR, GA-30030  
404-638-6015  
**Pickup Date / Time:** Sunday, 04/10/22 at 2:45 PM Eastern  
**Pickup Name:** [REDACTED]  
**Pickup Number:** [REDACTED]

**Ordered:** Monday, 04/04/22 at 3:08 PM Eastern  
**Item Count:** 5

**Order Summary**

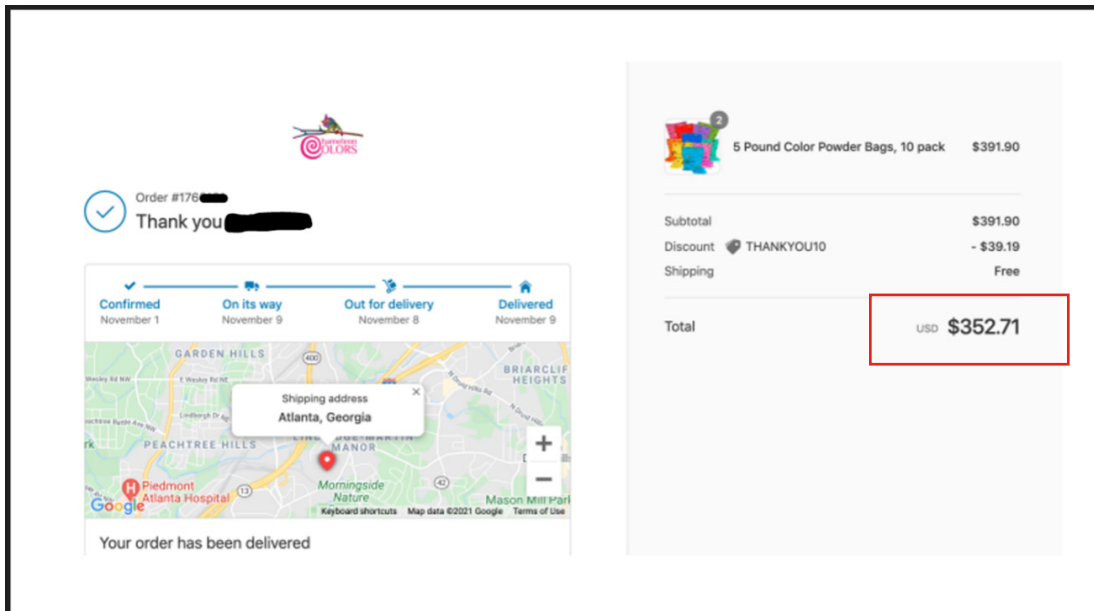
<b>Boar's Head Sub Selections, Small</b>	<b>\$179.95 T</b>
Qty: 5	
Bread 1: Italian 5-Grain	
Meat 1: Veggie	
Cheese 1: American-White	
Bread 2: Italian 5-Grain	
Meat 2: Ham	
Cheese 2: Swiss	
Extras: Include Mayo Packets, Include Mustard Packets	
Subtotal	\$179.95
Regular Tax	\$14.40
<b>Total</b>	<b>\$194.35</b>

**Payment**

Payment Method: Online  
Transaction Type: Purchase  
Transaction Date: 4/4/2022 3:08:08 PM Eastern  
Card Number: \*\*\*\*\*7945 \$194.35  
Card Type: Visa  
Auth # 043616

**Acceptable**  
Shows purchase details

## Unacceptable Receipts



### Unacceptable

Does not reflect payment details

Does not show amount was paid

Does not show date of purchase

## Order Details

### Pickup

Office DEPOT,  
1205 Caroline Street Ne  
Atlanta, GA 30307 USA  
(404) 222-9611

### Pickup Contact:

[REDACTED]  
[REDACTED]

### Payment

Amount: \$91.66

VISA \*\*\*3565

### Additional Info

#### Ordered By:

COM

Phone: [REDACTED]

Rewards #: [REDACTED]

### Unacceptable

Shows method of payment

### Unacceptable

Must match student being reimbursed

If different, must include copy of students bank statement

If receipt & account used to make purchase is different, reimbursement must be processed to that individual (most common example: parents account was being used).

### Store Pickup For 1


ORDER NUMBER	ORDER STATUS	TOTAL
[REDACTED]	Ready For Pickup	\$91.66

Ready for Pickup Today

Custom Yard Signs  
Item #4067341

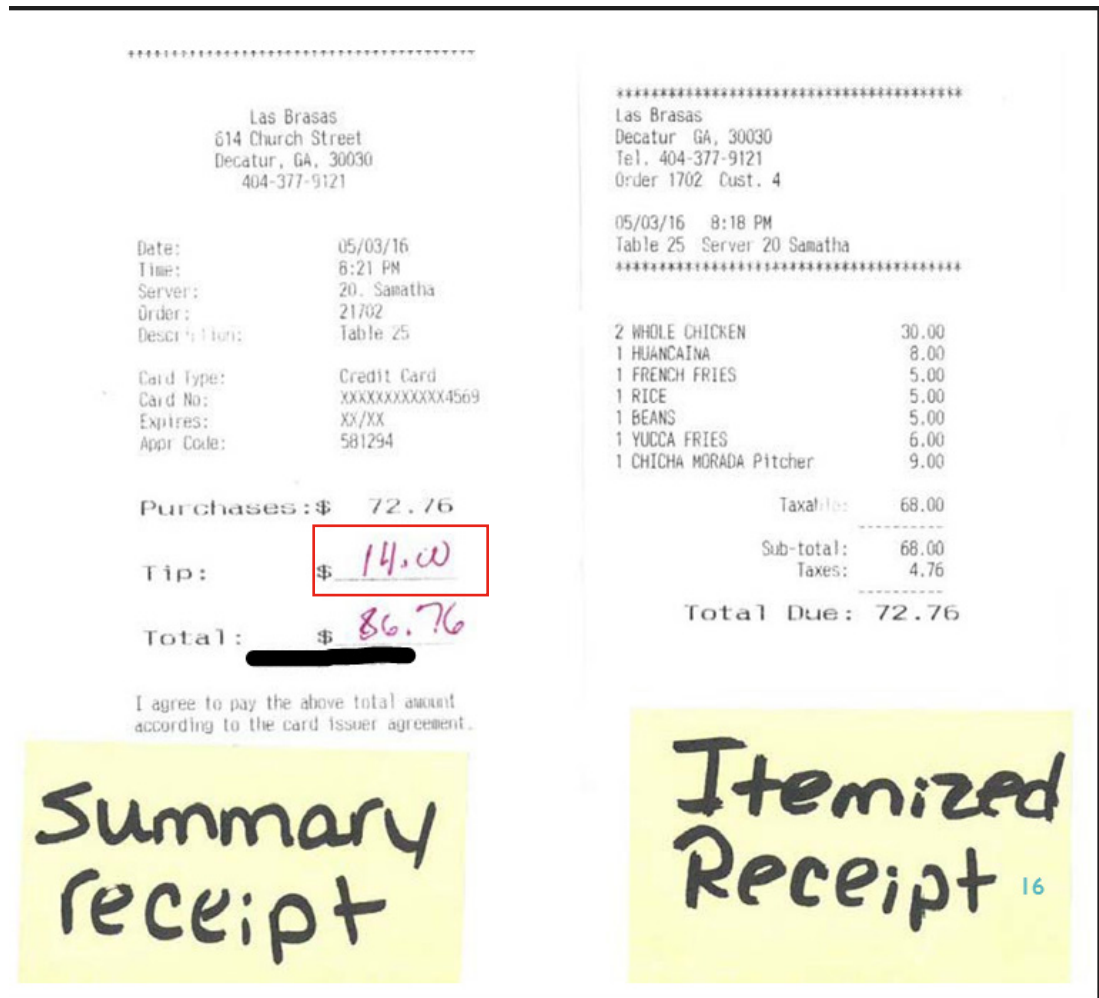
Qty: 3 @ \$40.08 / each  
\$120.24

Custom Product  Non Refundable

 30% off \$40 all Signage: -\$36.07

Store Purchase	Item Subtotal:	\$120.24
	Discounts:	(\$36.07)
205004718 001	Taxes:	\$7.49
	<b>Order Total</b>	<b>\$91.66</b>





**Unacceptable**  
Write-in top requires copy of bank statement  
Subtotal w/o tip is reimbursable

Welcome to the  
Old Spaghetti Factory!  
275 5th Avenue  
San Diego, CA 92101  
(619) 233-4323

Server: Benjamin 03/19/2022  
Table 64/1 6:45 PM  
Guests: 1 10044  
Reprint #: 1

Spinach & Cheese Ravioli 18.75

Subtotal 18.75  
Tax 1.45

Total 20.20

**Balance Due 20.20**

Let us know about your  
dining experience! E-mail  
us at sandiego\_gm@osf.com  
Have a great day!

**Unacceptable**

Does not reflect that the balance was paid or a zero balance.

Does not show any payment details.

States that a balance is due.

MADRAS MANTRA  
2179 LAWRENCEVILLE HWY #A  
DECATUR, GA 30033  
(404) 636-4400  
MID #3130031748710

Term ID: 6  
Merchant ID: 3130031748710

**CREDIT CARD**  
**Sale**

Application Label: Discover Credit  
xxxxxxxxxxxx2860 Exp: XX/XX  
AID: A0000001523010  
DISCOVER Entry Method: Contact  
CHIP READ  
ATC: 0131  
AC: 7FD1E73E39CA433F

Amount: \$ 305.10

Tip:

Total: -----  
=====

10/15/21 19:35:09

Resp Code: 00  
TVR: 0000000000  
TSI: C000

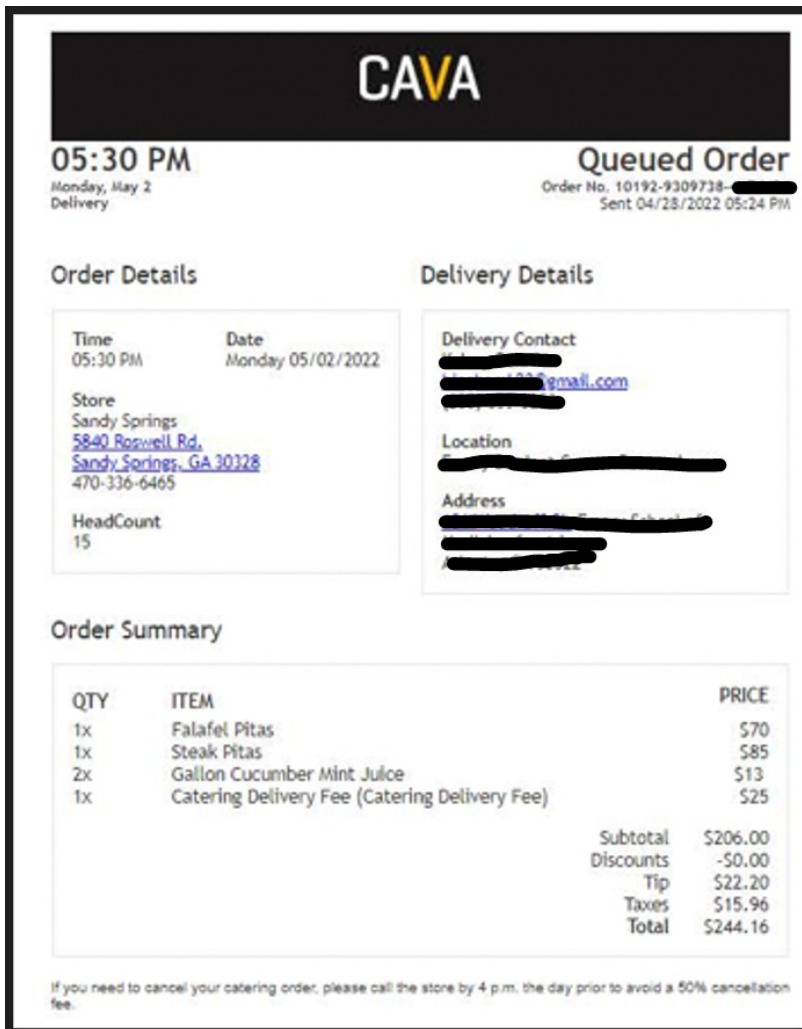
Inv#: 000882 Appr Code: 01531R

Apprvd: Online Batch#: 000232

CID Code: S

BRIC #: 07AJ2VAFVQHRBHSPWME

**Unacceptable**  
Needs an itemized receipt



**Unacceptable**

Does not reflect paid status, zero balance or payment details





**Unacceptable**  
 States UNPAID  
 Does not have payment details  
 Does not reflect zero balance



CHAPTER 10

# How to Submit a Payment Request

## Must include:

- Completed Supplier Information Form (SIF) This form is in an excel document and must be completed accurately. Vendors incorrectly filling out the form will need to redo it. Please see picture below of completed SIF.
- Invoice (must include itemized list of what is being provided/purchased)
- Fully Executed, signed by both sides, Contract this include, but is not limited to Venues, DJs, Photographer, Speaker, Lighting/Production, Attractions, and Novelties. All Contracts must be submitted via the Contract Submission Form on The Hub.
- Sole Source Form (if \$10K or greater)

---

## Completed SIF:

Supplier Information Form (SIF) Version 2.0 Effective 1-23-2020 (Domestic Individual)

**Completed! Please submit this excel file to the Emory personnel that provided you this form.**

[Click Here to Go Back](#)

SIF is not acceptable if this is not reflected across the top (it must be green).

Prior to submitting to SGS, please open the document and confirm that it is completed.

If you are attempting to pay a foreign entity, please contact SGS first for guidance.



CHAPTER 11

# Forms

We heard you...

It has been a consistent request for our forms to be updated and more easily accessible. Beginning the 2022-2023 academic year, our financial forms will be electronic via The Hub. We will not be accepting payment/reimbursement requests, internal transfer requests, and p-card receipts via email/paper forms. These forms will need to be submitted via The Hub only beginning on September 1.

You can locate the forms by logging into the Hub. On the home page click the Forms link, on the left in “Search Available Forms” enter SGS and all 4 forms will appear.

The ACH Authorization, Deposit Form, Mileage Template, Sole Source Form, and Supplier Information Form are still available on our website: <https://lead.emory.edu/involvement/SGS%20Forms.html>.

In order for non-SGS departments (including your advisor) to process payments, place orders, or use your speedtype; the treasurer must provide written approval. Due to the discontinuation of the Payment Request/Reimbursement Form, please provide the department with an email from your Emory email address stating that you give permission for your funds to be utilized. In the email you must specifically state the amount that you are approving, the vendor, and the speedtype.





# Branding and Marketing

Please click this link for official guidance on communications and marketing: <https://communications.emory.edu/resources/logos/official-student-organizations.html>.

For questions and guidelines, please email [emory.branding@emory.edu](mailto:emory.branding@emory.edu).

Please refer to the website and email address above prior to purchasing anything Emory branding/marketing related.

Do NOT pay any of these vendors directly!

## Preferred Vendors (in EmoryExpress)

- Booker Promotions
- Club Colors
- Pinnacle Promotions

## Approved Vendors

- 4Imprint
- Halo Branded Solutions
- Amsterdam Printing
- Jardine Associates
- CustomInk
- Jostens, Inc
- Fresh Prints
- Spirit Products
- Graphic Cow
- University Tees





CHAPTER 13

## Do's, Don'ts & Misc Notes

### Do's:

Read and understand the monetary code for your division and entity.

Understand the amount given to your organization's allocated account from budget request and/or supplemental budget hearings. (If applicable.)

Turn in all your receipts within 2 weeks.

All requests for food/catering/lodging must include the complete names of all attendees/ guests if less than 10 people.

Use HubX to electronically collect membership dues and sell merchandise and/or tickets, etc.

Update your mailing address in OPUS. (If using your Emory MSC; please be sure to include "1762 Clifton Rd." in addition to your mailstop number to avoid delays in delivery.)

Use self-generated funds for any prizes, gifts, gift cards, donations.

Ensure your organizations' portal on The Hub is always up to date with your faculty/ staff advisor, president, treasurer, and one additional executive member (president and treasurer cannot be the same person).

Hold your fellow leaders responsible for keeping the organization in compliance.

Split all receipts by account codes. There are specific codes for food, alcohol, and supplies. These should be separated, accordingly.

Use the mileage template to request reimbursement. This will be required for all mileage submissions.

Use America-To-Go or Emory Catering for all on-campus events. It is a requirement of Emory University that all events on campus be catered by Emory Catering OR America-To-Go, exclusively.

## Don'ts:

Do not sign any contracts/work orders/memorandums of understanding, etc on behalf of your organization (or Emory as a whole).

Student Activity Fee funds (allocated accounts) cannot be used for prizes, gifts/gift cards, donations.

Raffles & tobacco (hookah included) are not reimbursable or allowed.

Do not overdraw your accounts.

Do not hold deposits (cash/checks) beyond 3 business days after collection.

Do not collect money via electronic payment apps that are connected to personal bank accounts; ex: Venmo, CashApp, PayPal, Zelle. (Use HubX to electronically collect money)

Do not pay for any professional services out of pocket (DJ, Photographer, Caterer, Speaker, etc.) (Services paid out-of-pocket are non-reimbursable.)

Do not submit reimbursement/payment requests beyond 10 days after event (including mileage). Please submit requests immediately. Do not hold/collect requests. (Please adhere to semester deadlines: See Important Dates.)

Do NOT have a non-Emory organizational bank account(s). Private bank accounts in the organization name or an individual name are strictly forbidden. (Students and student organizations can be found in violation of the student code of conduct for having and/or managing non-Emory bank accounts.)



## Misc Notes:

Name changes to your organization must be reported to SGS (Student Governance Services). We are not aware if you change your name on The Hub and we need to update the name of your speedtype so it aligns.

Undergraduate summer purchases - must be shipped to a campus/local address. If shipping to a campus department (ex: advisor) address, please supply confirmation that the department is aware.

When emailing SGS, always identify your organization by its full name (do not use acronyms).

Please only submit documents in pdf, jpg, jpeg, png. SGS cannot open SharePoint files or open unknown links.

President and treasurer cannot at anytime be the same person. They must be two separate individuals.

# Appendix

# Policy 8.8

## Alcohol and Drug Abuse Policy

**Responsible Official:** VP and Dean for Campus Life

**Administering Division/Department:** Campus Life

**Effective Date:** March 31, 2007

**Last Revision:** March 2, 2020

### Overview

Emory University is committed to the health and well-being of its faculty, staff, and student body. Alcohol and drug misuse and abuse can be detrimental to one's overall physical and emotional health; can be detrimental to academic and/or professional performance; and can adversely impact family, friends and co-workers.

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, as amended. As administrator of certain state-funded financial aid programs for students, Emory University also adheres to Georgia's Drug-Free Postsecondary Education Act of 1990.

This policy is also designed to convey the University's care and concern for its members and their well-being, given that alcohol and other drug misuse on college campuses is a major public health concern. In order to foster academic achievement, personal success and wellness, and to promote the safety of the community, the University has adopted the following tenets to guide the prevention of alcohol and other drug misuse:

- Emory University complies with and upholds all applicable federal, state, and local laws related to alcohol, illicit drugs and controlled substances. Violations of such laws that come to the attention of University officials may be addressed within the University or through prosecution in the courts, or both.
- In instances where individuals are found to be in violation of this policy, the University's response will stress individual accountability, personal



- development and education, and connection to appropriate health services, as well as the effect on impacted parties and the community.
- The University strives to create an environment that supports individuals who choose not to use alcohol and individuals who choose to use alcohol legally and in a low risk way. Activities (e.g. drinking games) and paraphernalia (e.g. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are prohibited.
  - The University encourages individuals with prescription medications to safely and legally use such medications in compliance with their prescriptions. The misuse of prescription medication or other controlled substances is not tolerated.
  - The sale, distribution or use of illegal drugs is not permitted.
  - The illegal sale, distribution or use of alcohol is not permitted.
  - The sale of alcoholic beverages without an applicable license is not permitted.
  - The University seeks to create an environment of personal development through education and supportive community. It supports individuals seeking services for alcohol, tobacco and/or other drug misuse and makes confidential services available to them.
  - Emory is a Tobacco-Free Campus. The use or sale of tobacco products in or on Emory owned or Emory leased property is prohibited. See Policy 4.113 Tobacco-Free Environment for more information (<http://policies.emory.edu/4.113>), including resources for tobacco cessation.

## ■ Applicability

This policy applies to all Emory University full-time, part-time and temporary faculty, staff, and students for all University-Sponsored Events and to all activities conducted on University-owned property.

Emory University permits the purchase and use of alcoholic beverages with University funds under certain conditions but expects faculty, staff and students to take measures to prevent alcohol and drug misuse. Specific offices have been designated to provide clarification about the procedures and guidelines for event planning, as well as services and resources available to faculty, staff and students for reducing at-risk behaviors related to alcohol and drug

use. The contact information for, and responsibility of, each of these offices is listed at the conclusion of this policy under “Contact Information.”

## Definitions

**University Housing** - includes University-owned and/or managed student residential facilities such as residence halls, fraternity and sorority housing, theme houses, and apartments.

**University-Sponsored Event** - is an event hosted, organized or financed by a University-Sponsored Student Organization or by a department or division of the University. University-Sponsored Events include, but are not limited to, any internal or external sponsored events held on campus; fraternity and sorority events; and campus organization, divisional or departmental events.

**University-Sponsored Student Organization** - is a student organization, including sororities and fraternities, undergraduate, graduate and professional organizations, that (1) is registered with the University; (2) is affiliated with a University department or division that acknowledges the organization as part of its activities; or (3) sponsors activities that relate to the education, research and community service missions of the University or to the goals or objectives of the department or division of affiliation.

## Policy Details

---

### 1. Standards of Conduct

---

All Emory University faculty, staff and students are prohibited by the University from unlawfully using, possessing, manufacturing, dispensing or distributing alcohol, controlled substances or illegal drugs on University-owned property, University Housing or at University-Sponsored Events.

Emory University expects all of its faculty, staff and students to comply with any applicable federal, state or local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol, controlled substances, or illegal drugs.

---

### 2. General Restrictions as of the Policy Effective Date

---

#### 2.1. Possession of Alcohol

Possession or use of alcoholic beverages by persons under 21 years of age, or distribution or furnishing of alcoholic beverages to persons under 21 years of age or who are intoxicated, is prohibited.

## 2.2. Other Drugs

It is illegal for an individual to manufacture, possess, use, dispense, sell or distribute controlled substances or illegal drugs (as defined by state and federal law).

## 2.3. False Identification

It is illegal for an individual to provide false name, address or date of birth for the purpose of acquiring alcohol or other drugs.

---

## 3. Sanctions and Penalties

---

3.1. Any member of the Emory University faculty, staff or student body who violates this Policy shall be subject to corrective disciplinary actions and penalties up to and including expulsion from University academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Alleged violations of this policy by an individual undergraduate student shall be referred to the Office of Student Conduct. Alleged violations of this policy by an individual graduate/professional student shall be referred to the established disciplinary body of the school in which the student is enrolled. The Office of Student Conduct and the established disciplinary bodies of the graduate/professional schools shall have the authority to make appropriate referrals and to impose on students and student organizations such sanctions for violations of the policy as it may deem appropriate, including but not limited to participating in educational programs, parental notification and/or loss of privileges.

3.2. Persons convicted of violating federal and/or state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may face stiff sanctions such as heavy fines; incarceration for various periods of time, including life; forfeiture of assets; or suspension or loss of driver's, business or professional licenses. Federal, state and/or local officials are responsible for enforcing these laws and any sanctions for such crimes will be determined by the courts. The University does not manage the criminal process but will cooperate with legal authorities in a manner consistent with its legal obligations.

3.3. The Higher Education Act states that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. As of the effective date of the policy, the period of ineligibility depends on whether the conviction was for sale or possession during a period of enrollment in which a student received federal student aid and whether the student had previous offenses, ranging from one year to an indefinite period of

time. A student regains eligibility the day after the period of ineligibility ends, when he or she successfully completes a qualified drug rehabilitation program, when he or she successfully passes two unannounced drug tests conducted by a qualified drug rehabilitation program; or if the conviction is reversed, set aside or otherwise rendered nugatory.

Please see the Related Links section below for the Federal Drug Trafficking Penalties and Georgia Controlled Substance and Dangerous Drug Law charts for additional information.

---

## 4. Notification of Drug-Related Convictions

---

As of the effective date of the policy, the following is a summary of the notification requirements upon a drug-related conviction:

### 4.1. Employee Notification of Drug-Related Convictions

(a) In accordance with the mandates of the Drug-Free Workplace Act of 1988, and as a condition of employment at Emory, all employees (including student employees) will:

- (1) abide by the terms of this policy; and
- (2) notify, as appropriate, their supervisor, vice president, administrator, dean or department head, as applicable, if they have been convicted of any criminal drug statute violation occurring in the workplace no later than five days after such a conviction. If a federal grant is involved, the Emory University Office of Sponsored Programs must be notified immediately. Failure to notify the appropriate person within the five-day period may result in disciplinary action.

(b) Within thirty (30) calendar days of receiving notice of a conviction, the person notified pursuant to Paragraph 4.1(a)(2) above shall consult with the human resources department of Emory University (human resources department may contact the Office of Equal Employment Opportunity, as appropriate), and said person shall then:

- (1) take appropriate personnel action against the employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, as amended, or the Americans with Disabilities Act; and/or
- (2) require the employee to participate successfully, and provide evidence of such participation, in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

## 4.2. Student Notification of Drug-Related Convictions

All students must abide by the terms of this policy. In accordance with the State of Georgia's Drug-Free Postsecondary Education Act of 1990, any student convicted under the laws of Georgia, the United States or any other state of any felony offense involving the manufacture, distribution, sale, possession or use of marijuana, a controlled substance, or a dangerous drug must, within ten (10) days of said conviction, report it in writing to the Emory University or Oxford College of Emory University Office of Financial Aid, as appropriate. Any student who suffers such a conviction shall, as of the date of the conviction, be denied state of Georgia funds for certain types of loans, grants or scholarships, including Georgia Higher Education Loan Program loans, student incentive grants or tuition equalization grants.

As of the effective date of the policy, the denial of state funds shall become effective on the first day of the term for which the student was enrolled immediately following either the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment. The denial of funds shall continue through the end of said term.

---

## 5. Advertisements and Promotions

---

### 5.1. Advertisements and Promotion of Events

Publications of any type and in any media, including but not limited to The Wheel and other newspapers, pamphlets, flyers, and websites, that receive some or all of their funding from University sources (including the Student Activity Fee) must not accept or contain commercial advertising or other materials that promote, depict or encourage excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances. This section is not intended to restrict advertisement or promotion of curricula or research objectives involving alcohol consumption.

Depictions promoting excessive alcohol consumption including but not limited to any of the following may not be used in advertisements or in the promotion of events:

- Excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances
- All-you-can-drink activities
- Drinking games
- Price specials on alcohol
- Promotions or prizes featuring alcohol



This list is not exhaustive; it is meant to provide examples of the types of activities that are considered by the University as promoting excessive alcohol consumption.

### 5.2. Use of Name, Logo, Seal, Insignia or Mascot

Neither the University's name, including the names of university departments and University-Sponsored Student Organization, nor its logos, mascots, marks or other identifying indicia may be used in conjunction with any materials, references or imagery, including commercial sponsorship, related to excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances.

---

## 6. Purchasing Alcohol

---

Alcoholic beverages may not be purchased with any state or federal appropriated funds. For more information, contact Research Grants and Contracts.

Schools, colleges, departments, or units determine the permissibility of charging alcoholic beverages to University accounts. For more information, contact the head of the specific unit or department.

University-Sponsored Student Organizations must follow all applicable Student Government Association and Graduate Student Government Association financial policies for the purchase of any alcoholic beverages.

Fraternities and sororities recognized by the Office of Sorority and Fraternity Life are prohibited from using organizational funds to purchase alcohol.

The use of alcoholic beverages purchased with University and student activity funds as a prize in any type of contest is prohibited.

---

## 7. Storage of Alcohol

---

Any alcohol that is stored on campus must be kept in a place where it is not accessible by those under twenty-one years of age.

---

## 8. Use of Alcohol in University Housing

---

Activities that take place within University Housing are governed by applicable laws and regulations and the terms of applicable University policies, including but not limited to the Undergraduate Code of Conduct.

- Alcohol is not allowed in University Housing community spaces (such as lobbies, lounges, study rooms, or hallways) without prior approval from Residence Life and Housing Operations, with the exception of organizations that fall under the Office of Sorority and Fraternity Life. Fraternities and sororities are required to follow Office of Sorority and Fraternity Life Social Events Policy and from their respective national organizations. Other individuals or groups who wish to serve alcohol in community spaces of University Housing are required to complete the Campus Life online registration form.
- Common containers (such as kegs and punch bowls) are not permitted.
- Activities (e.g. drinking games) and paraphernalia (e.g. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are prohibited.
- Brewing or production of alcohol beverages is prohibited.

Residents are required to inform all guests of the aforementioned regulations and to make sure their guests abide by all provisions of this policy. In cases where the guest of a resident violates this policy, the hosting resident may be subject to disciplinary consequences.

Residents under the age of 21:

- Are not permitted to be in possession of, consume or store alcohol in any University Housing, consistent with state law.

Residents age 21 and over:

- Are permitted to be in possession of, consume or store alcohol in University Housing, consistent with state law, with the exception of those at Oxford College. Possessing, consuming and/or storing alcohol is prohibited in all residence halls at Oxford College.

---

## 9. Use of Alcohol at Athletic Events

---

Alcoholic beverages may not be possessed, consumed or served at University intramural and club sports contests or intercollegiate athletic contests but may be allowed at adjacent events. Interpretation of “adjacent events” will be under the authority of the Director of Athletics or his/her staff, as appropriate.

The possession, consumption and purchase of alcoholic beverages, tobacco and/or illegal drugs by any student-athlete or manager is prohibited while participating in an intercollegiate, club, intramural or recreational athletics activity, including such activities taking place off campus, from the time the team leaves campus until the time the team returns to campus.

Student-athletes should refer to Emory's Student-Athlete handbook for information regarding NCAA banned substances or contact their team physician or certified athletic trainer with any questions.

---

## 10. Procedures for Events with Alcohol

---

The following procedures apply to all University-Sponsored Events where alcohol will be served. The following procedures are provided to assist with the planning of University-Sponsored Events; however, the service of alcoholic beverages is permitted only in accordance with this policy and applicable local laws.

### 10.1. On-Campus and Off-Campus Events with Alcohol

#### University-Sponsored Student Organization Events

All University-Sponsored Student Organizations must complete the online registration form for student organizations if they are serving alcohol at an event.

The following management strategies must be in place in order for alcohol service to be permitted:

- The president or risk manager of the University-Sponsored Student Organization must attend a Campus Life sponsored training session that includes content about hosting events with alcohol;
- University-Sponsored Student Organizations must comply with any applicable regulations from their national organizations;
- Under no circumstances is the alcohol to be left unattended; and
- Activities (e.g. drinking games) and paraphernalia (e.g. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are prohibited.

In addition, the following management strategies must be in place in order for alcohol service to be permitted at events in which attendance is expected by individuals under the age of twenty-one (21):

- EmoryCard readers or another age-verification plan approved by Campus Life must be utilized; and

- A licensed caterer or a non-student employee must serve the alcohol. The non-student employee must:
  - a) Be at least twenty-one years old;
  - b) Be listed by name on the online registration form for University-Sponsored Student Organizations;
  - c) Be present for the duration of the alcohol being served; and
  - d) If not an employee, have documentation of current insurance.

#### Other Events

Any academic or administrative department having or hosting an event with alcohol at which individuals under twenty-one (21) years of age are expected to attend must implement an age-verification plan, such as use of an Emory Card Reader or licensed server and must not leave alcohol unattended.

### 10.2. Additional Food and Beverages

All University-Sponsored Events where alcohol is served must have free non-alcoholic beverages and free and substantive food offerings available at all times during the event.

---

## 11. Additional Information

---

### 11.1. Health Risks

The scope and impact of health risks from alcohol and drug misuse and abuse are extensive and well documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to classmates, co-workers, family, friends, organizations and society at large. The University, therefore, conducts regular programs to educate its faculty, staff, and students that the misuse and abuse of alcohol and other drugs alters behavior, distorts perception, impairs thinking, impedes judgment and sabotages opportunity. Alcohol and drug abuse also may result in deterioration of physical health by causing or contributing to various diseases, illnesses, birth defects and even death. In addition, substance use negatively impacts health and wellness. Please see the Related Links section below for Drugs of Abuse – Uses & Effects, for additional information.

## 11.2. Resources for Education, Consultation and Counseling

The University sponsors several programs that provide information and professional services for its faculty, staff and students on matters related to the misuse and abuse of alcohol and drugs. These programs provide education, consultation, assessment, counseling and referral in a professional environment that respects individual confidentiality and integrity. The University maintains the Faculty Staff Assistance Program (404.727.4328) for faculty and staff; and the Counseling and Psychological Services (404.727.7450) and the Office of Health

Promotion (404.727.7551) are available to students on the Atlanta campus. Counseling and Career Services (770.784.8394) and Center for Healthful Living (770.784.8634) are available to students on the Oxford Campus. Augmenting these formal programs, a variety of other campus programs and services educate and assist individuals who take the initiative to help themselves. Please see the Related Links section below for additional information on these services.

Common to all of these programs is the ethic that personal responsibility and professional guidance are keys to success. Therefore, the University expects its faculty, staff, and students to take measures to prevent alcohol and drug misuse and abuse in the community. The University also encourages its members to seek assistance from the above programs if they think that they may have a problem with alcohol or drug use.

## 11.3. Distribution

This policy and any revisions thereto shall be distributed to all faculty, staff, and students at least annually. Other applicable policies that reference this policy are found in the Campus Life Handbook, the Faculty Handbook, the Staff Handbook, the Human Resources Handbook and Policies and Procedures Manual, the Undergraduate Code of Conduct, and the Doctor of Medical Student Handbook.

## 11.4. Additional Policies Regarding Alcohol

All University-Sponsored Student Organizations are under the jurisdiction of the Student Government Association and/or Graduate Student Government Association and their policies and procedures and the policies and procedures of the Office of Student Involvement, Leadership, and Transition.

In addition:

Fraternalities and sororities must comply with their respective national organizations' alcohol policies, the Interfraternity Council, Multicultural Greek Council, National



Pan-Hellenic Council and Panhellenic Council policies, and the policies of the Office of Sorority and Fraternity Life;

Residence Hall events must comply with the Office of Residence Life and Housing Operations policies;

Students at Oxford College must comply with the Oxford College Alcohol Policy; and

Miller Ward Alumni House events must comply with the Miller Ward Alumni House Alcohol Policy.

### 11.5. Review

A biennial review of this policy shall be conducted by a committee appointed by the president that shall include representatives from the following offices, programs, divisions and departments: Office of the President, Office of the Senior Vice President and General Counsel, Office of Compliance, Faculty Staff Assistance Program, Human Resources Division, Division of Campus Life, Office of Financial Aid, Emory Police Department, Office of the Provost, and Office of the Vice President for Health Affairs, as well as one or more student representatives. In addition, in accordance with the Higher Education Opportunity Act, the review shall include the number of drug and alcohol-related violations and fatalities that occur on campus or as part of the University's activities and are reported to campus officials, as well as the number and type of sanctions imposed as a result of such drug and alcohol-related violations and fatalities that occur on campus or as part of the University's activities.

### **Related Links (references and links)**

Laws, Policies, and Protocols

- Current Version of This Policy (<http://policies.emory.edu/8.8>)
- Student organization registration system for events with alcohol (<https://emory-campuslabs.com/engage/submitter/form/start/315808v>)
- Office of Sorority and Fraternity Life Social Event Policy (<http://osfl.emory.edu/current-members/index.html>)
- Substance Abuse/Drug-Free Workplace (<http://policies.emory.edu/4.66>)
- Tobacco Free Environment Policy 4.113 (<https://policies.emory.edu/4.113>)
- Medical Amnesty Protocol (<http://conduct.emory.edu/policies/medical-amnesty/>)
- Undergraduate Student Code of Conduct (Atlanta) (<http://conduct.emory.edu/>)
- Oxford College Code of Conduct (<http://www.oxford.emory.edu/life-at-oxford/student-conduct/>)

- Student Government Association Finance Policy (<https://orgsync.com/116828/chapter>)
- Graduate Student Government Association Finance Policy (<http://emory.orgsync.com/org/gsga/>)
- Georgia Controlled Substance and Dangerous Drug Laws Chart (<http://tinyurl.com/26pfhy>)
- Miller-Ward Alumni House Policy (<http://millerward.emory.edu/>)
- NCAA Banned Substances (<http://www.ncaa.org/2018-19-ncaa-banned-drugs-list>)

#### Support Resources

- Faculty Staff Assistance Program ([www.fsap.emory.edu](http://www.fsap.emory.edu))
- Office of Health Promotion (<http://healthpromotion.emory.edu/>)
- Counseling and Psychological Services (<http://counseling.emory.edu/>)
- Student Health Services (<http://studenthealth.emory.edu/hs/>)
- Oxford College Counseling and Career Services ([www.oxford.emory.edu/counseling](http://www.oxford.emory.edu/counseling))
- Emory Police Department ([www.campserv.emory.edu/epd/](http://www.campserv.emory.edu/epd/))

#### Educational Resources

- Drugs of Abuse: Uses and Effects (<http://www.emory.edu/WELCOME/SECURITY/2005-06/charts/ControlledSubUses&Effects.pdf>)

#### Handbooks

- Doctor of Medicine Student Handbook (<https://med.emory.edu/handbook/>)
- Emory's Student-Athlete handbook ([https://issuu.com/emoryathletics/docs/student-athlete\\_handbook\\_2016-17](https://issuu.com/emoryathletics/docs/student-athlete_handbook_2016-17))

---

### Contact Information

---

<u>Subject</u>	<u>Contact</u>	<u>NCPHONE</u>	<u>Web Address</u>
<a href="#">Clarification of Policy</a>	<a href="#">Emory Campus Life</a>	<a href="#">404-727-4364</a>	<a href="http://campuslife.emory.edu">http://campuslife.emory.edu</a>
<a href="#">Information about state and federal laws and the interpretation of the policy</a>	<a href="#">Office of General Counsel</a>	<a href="#">404-727-6011</a>	<a href="http://www.emory.edu/OGC">www.emory.edu/OGC</a>

---

## Revision History

---

- Version Published on: Mar 02, 2020
- Version Published on: Aug 31, 2017 (Reinstated “health risks” section 8.8.11.1)
- Version Published on: Jun 07, 2016 (updated MWAH web address)
- Version Published on: Sep 18, 2014 (added Oxford contact information)
- Version Published on: Feb 06, 2014
- Version Published on: Feb 05, 2013 (resource contact information updated/ revised 8.8.11.1)
- Version Published on: Jan 31, 2013 (reordered 8.8.1 and 8.8.2. Wording changed in 8.8.2)
- Version Published on: Dec 20, 2012 (revised Campus Services Available for Drug Abuse document)
- Version Published on: Dec 14, 2012 (revised 8.8.3.3 and Drug Trafficking Penalty Link)
- Version Published on: Jul 02, 2012
- Version Published on: Jun 29, 2012 (June 2012-updated 8.8.10. Clarify definition for student organizations)
- Version Published on: Dec 02, 2009 (12/2/2009-changed name to Office of Student Leadership & Service)
- Version Published on: Jun 04, 2007 (Original Publication)

## Raffles and Other Contest Giveaways

Raffles or giveaway contests are often useful tools to get people to fill out surveys or participate in research studies. Instead of paying each participant, in a lottery, raffle, or other giveaway the person or department conducting the contest pools its resources and offers one big prize to a winning participant. The hope is that the larger prize offers more of an incentive to participate than a guaranteed smaller payment. These raffles and contests, while helpful, must be administered according to state law in order to avoid potential legal problems.

It is a felony in Georgia to conduct a lottery, raffle, or similar game of chance without a license. The Georgia Code defines lotteries and raffles as “any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize.” This definition encompasses almost any contest in which something is given away, as long as the participant is required to provide something of value, known in the law as “consideration,” in exchange for the chance to win. The consideration can be in any form and can be something as simple as requiring someone to attend a meeting or participate in research. For example, conducting a contest in which a person is required to fill out a survey in exchange for a chance to win a prize could be considered an illegal lottery or raffle, unless the contest is conducted pursuant to a license. Emory University has a license to conduct such contests, but it is limited to only three contests a year. Consequently, use of the license is generally reserved for big fundraising occasions and is usually not available for smaller events.

These contests may, however, be conducted without a license if contestants are allowed to enter without having to provide anything of value. For example, you may have a contest to provide an incentive for people to participate in a research survey, but individuals must be able to enter the contest without participating in the survey.<sup>1</sup> If contestants are not provided with a way to win without having to do anything, the party running the contest may be guilty of a felony. This is why you typically see the “no purchase required” disclaimer in most commercial contests and giveaways.

If you have any questions about this advisory, please contact Melinda Simon ([https://www.ogc.emory.edu/about\\_us/profiles/associate/simon-mindy.html](https://www.ogc.emory.edu/about_us/profiles/associate/simon-mindy.html)) in the Office of the General Counsel at 404.727.6011. Complying with this advisory will protect Emory and those departments and individuals conducting these contests. We appreciate your cooperation.

<sup>1</sup>Remember, certain surveys used for research and publication may need to be reviewed by Emory’s Institutional Review Board.

# Policy 8.12

## University Recognized Student Organizations

**Responsible Official:** VP and Dean for Campus Life

**Administering Division/Department:** Campus Life

**Effective Date:** July 11, 2012

**Last Revision Date:** September 21, 2018

### Overview

The purpose of this policy is to outline the authority of various entities at Emory University to recognize Student Organizations. Further, the policy outlines the list of benefits that Emory University grants official Student Organizations. Finally, the policy provides for the registration of all Student Organizations on campus so that a comprehensive list of all groups can be maintained.

### Applicability

n/a

### Policy Details

#### 8.12.1 Rights

Emory University students may organize Student Organizations. In accordance with the Emory University Non-Discrimination Policy, no student shall be denied membership in any Student Organization.

Notwithstanding the foregoing, certain limitations for participation based on major, degree, grade point average, or school of enrollment may be imposed if approved



in advance by the Recognizing Body. Student Organizations that wish to make exceptions to enrollment based on religious or other purposes must petition the appropriate Recognizing Body.

### 8.12.2 Official Registration List

Campus Life is responsible for maintaining a comprehensive and up to date list of all registered Student Organizations through the Office of Student Leadership & Service staff. All Student Organizations at Emory University who wish to have access to any of the rights, privileges, and benefits outlined in this policy must follow the official registration procedures as outlined by the Division of Campus Life. Such registration list shall be deemed the official list of Student Organizations recognized at Emory University at any time.

### 8.12.3 Authorization

In order for an organization to be recognized as an official Student Organization, the Student Organization must have the approval of a Recognizing Body and be listed on the official list of Student Organizations maintained by the Campus Life through Student Involvement, Leadership, and Transitions. Each Recognizing Body is responsible for managing their own processes to recognize Student Organizations. The Vice-President and Dean for Campus Life, or his/her designee, are responsible for holding Student Organizations and Recognizing Bodies accountable to all relevant University policies.

In addition, all Student Organizations must have an official University advisor. For groups recognized by University departments, their advisor is the director/chair of that department or his/her designee. For all groups chartered by the Student Government Association and/or Graduate Student Government Association, advisors are required to be a full-time faculty or staff member. Campus Life grants authority to Student Involvement, Leadership, and Transition to set additional requirements for SGA/GSGA Advisors.

The Student Government Association and/or Graduate Student Government Association, is also responsible for collecting and distributing the Student Activity Fee. Final decision-making authority regarding the Student Activity Fee resides with the Student Government Association and/or Graduate Student Government Association,, in consultation with the Vice President and Dean for Campus Life or his/her designee, who will ensure accountability with relevant University policies and procedures.

### 8.12.4 Responsibilities of Student Organizations

All Student Organizations are required to abide by and follow all Emory University policies, rules, and regulations. Any Student Organization that does not follow such policies, rules or regulations will be referred to the Office of Student Conduct while graduate and professional school student organizations will be subject to disciplinary processes of their respective academic units.

### 8.12.5 Benefits to Registration

The following benefits are available, if applicable, to Student Organizations. No student groups who have not followed this policy to become officially recognized Student Organizations have access to these benefits.

#### 8.12.5.1 Available to all Student Organizations at Emory University

- Use of Emory University name to identify institutional affiliation (per guidelines of Emory Brand Management) which can include a logo, access to letterhead, and other such benefits.
- Ability to reserve space on campus/use space on campus (some charges may apply) and use University meeting rooms and facilities.
- Free organizational advising, consulting and training by Student Involvement, Leadership, and Transitions Staff
- Participation in Student Activity Fairs as hosted by Campus Life or the Student Involvement, Leadership, and Transitions
- Ability to be financially supported by other University Departments with co-sponsorship funding opportunities.
- Access to the Student Organization Management database “OrgSync.”
- Access to a website supported and hosted by Emory University (subject to Emory University Policy 8.12.6)
- Ability to apply for Grant Opportunities in Campus Life such as Late Night @ Emory, the Student Organization Food Grant managed by SGA and/or GSGA and Emory Dining, etc...
- Other benefits as deemed appropriate by various offices, departments, and divisions of Emory University.

### 8.12.5.2 Available to Student Organizations who receive recognition from the Emory University Student Government Association and/or Graduate Student Government Association.

- Ability to apply for Student Activity Fee money
- Access to apply for Student Organization Locker storage

### 8.12.6 Student Organization Websites

Registered student organizations are entitled to a website supported and hosted on Emory OrgSync/Engage. All student organization websites must meet the following criteria:

- Hosted on Emory OrgSync/Engage
- Compliant with applicable local, state, and federal laws, including but not limited to those concerning copyright and trademark protections, harassment, and sexual misconduct
- Compliant with Emory University Branding Guidelines
- Compliant with Campus Life Technology and Communications Guidelines
- Administrated by students bound by the Student Code of Conduct and other applicable Policies and Codes

Student organizations in violation of this policy forfeit their entitlement to a website and may have their website deactivated and archived until compliance is reestablished.

Websites are protected under Policy 8.14, Respect for Open Expression Policy.

#### 8.12.6.1 Student Organization Website Domain Names

Registered student organizations are required to maintain their websites on Emory OrgSync/Engage. Each organization will have a unique website URL within OrgSync/Engage.

Domain names purchased through third parties will not be supported.

Unregistered student organizations will not be provided OrgSync access nor permitted to use the Emory name or logo for promotional purposes or establishing domains/URLs.

---

## Definitions

---

Department or Division is defined as a department or division of Emory University that has a Director, Department Chair, or similar title.

Recognizing Body is defined as the Department or Division, Emory University Student Government Association and/or Graduate Student Government Association or other Emory University authorized governing or recognizing body that may authorize a Student Organization.

Student Organizations are groups of students that meet the Student Government Association and/or Graduate Student Organization requirements for recognition. This term includes, but is not limited to, student organizations recognized by the Emory Campus Life through the Student Involvement, Leadership, and Transitions, Greek letter organizations recognized by the Office of Sorority and Fraternity Life, athletic teams organized by Athletics and Recreation (including varsity and intramural sports teams), and organizations recognized and/or advised by a Recognizing Body or other administrative units of the University.

---

## Related Links

---

- Current Version of This Policy: <http://policies.emory.edu/8.12>
- Community Platform for Registration (<http://www.studentorgs.emory.edu>)

---

## Contact Information

---

Subject	Contact	Phone	Email
<a href="#">Questions about Registration Process</a>	<a href="#">Lisa Loveall</a>	<a href="#">404-727-6169</a>	<a href="mailto:Lisa.loveall@emory.edu">Lisa.loveall@emory.edu</a>

---

## Revision History

---

- Version Published on: Sep 21, 2018 (Updated Details, Definitions, Contact)
- Version Published on: Aug 14, 2014 (added 8.12.6 & 8.12.6.1. changed name of policy, changed definition)
- Version Published on: Nov 27, 2012 (changed wording in 8.12.3)
- Version Published on: Jul 11, 2012 (Original Publication)



# Policy 8.9

## Student Vehicle Use Policy

Responsible Official: VP and Dean for Campus Life

Administering Division/Department: Campus Life

Effective Date: May 01, 2010

Last Revision Date: September 21, 2018

### Overview

The goal of the Student Vehicle Use Policy is to protect our students from injury while driving personal vehicles on University-sponsored activities and programs and while driving University vehicles or those rented for University sponsored-activities and programs.

### Applicability

This Student Vehicle Use Policy sets forth the University's regulations and procedures for all students (graduate, professional, and undergraduate) who drive University-owned, rented, or leased vehicles in connection with University-sponsored activities or programs or personal vehicles in connection with University-sponsored activities and programs.

The Student Vehicle Use Policy does not apply to the rental of vehicles to be used by graduate or professional students for a University-sponsored activity or program and that is: (1) for less than seven days, and (2) for a driving distance of no more than 300 miles one-way.

University-sponsored activities and programs are defined in this policy as all activities funded in any way through the University, such as all recognized/chartered student organizations, Residential Life, programs and organizations in Civic and Community Engagement, programs and organizations in Recreation and Wellness, athletic or academic, academic employment or internships, and off-campus programs.

## Policy Details

### 8.9.1 Requirements

To drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs for any purpose, a student will need to:

- Follow this policy;
- Be at least 18 years of age;
- Hold a valid U.S. driver's license and have held either such license or a foreign license for at least two years;
- Disclose any moving violations and vehicle accidents during the last three years;
- Complete the Motor Vehicle Record Consent Form (available in the forms section on any student organizational portal on Orgsync), which authorizes Emory University Human Resources to conduct a state level driving record check;
- Have a "clear" or "acceptable" driving record as defined below; and
- Successfully complete the Emory Defensive Driving Course every two years in order to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs.

### 8.9.2 Motor Vehicle Record

The University will check a motor vehicle record (MVR) when the Consent Form is first submitted and at least bi-annually (every two years) thereafter. Additional checks may be conducted if the University becomes concerned about a student's ability to drive in an official capacity on a University-sponsored activity or program.

Please allow sufficient time for the MVR receipt and review, as you will not be permitted to drive a University Vehicle on a University-sponsored activity or program until your MVR is received, approved and the defensive driving program test is passed and certificate of completion is submitted to Student Involvement, Leadership, and Transitions.

MVRs will be assessed based on the criteria below, as a minimum standard. In certain situations, drivers may be held to higher standards, depending on the nature of the driving, driving record, or concerns about ability to drive safely.

An MVR will be considered unacceptable if it involves:

- (a) One or more of the following violations during the previous three-year period:

- reckless driving;
  - driving while impaired or under the influence of alcohol or drugs;
  - homicide by vehicle, negligent homicide or involuntary manslaughter;
  - fleeing or attempting to elude police officers;
  - driving without a license or while a license is suspended or revoked;
  - hit and run or failure to stop after an accident; or
  - major speeding (20 MPH or more over limit)
- (b) Two or more of the following violations during the previous two-year period:
- speeding (less than 20 MPH over limit);
  - any other moving violation other than speeding or listed in (a), (b) or (c);
  - “at-fault” accident; or
  - failure to have required insurance
- (c) Three of the following violations during the previous two-year period:
- defective equipment;
  - oversize or overweight load;
  - operating without required equipment or warnings;
  - other equipment violations; or
  - not “at-fault” accident

Driving records must be clear or acceptable, as outlined above, for a student to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs on a University-sponsored activity or program.

If a student does not meet the requirements, he or she will not be allowed to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs on a University-sponsored activity or program.

If a student’s driving record changes or if there is a change in a student’s medical condition that may affect his or her driving after initial driving approval, the student must report the change immediately to the office or department that manages such travel, or owns, rents, or leases the vehicle and Student Involvement, Leadership, and Transitions.

If a student becomes ineligible to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs on a University-sponsored activity or program, the approved status will be revoked

for the duration of enrollment at the University. Further, the student may be subject to disciplinary action from the Office of Student Conduct for undergraduate students or the appropriate graduate or professional school conduct process for graduate students.

### 8.9.3 Driver Training

In order to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University- sponsored activities or programs, students must successfully complete the Emory Defensive Driving Course once every two years. Student Involvement, Leadership, and Transitions oversees the online Emory Defensive Driving Course, and the National Safety Council will certify individuals who successfully complete the Defensive Driving Course.

Students must first have their Motor Vehicle Record checked by turning in an MVR Clearance Form and a copy of their Drivers License to Student Involvement, Leadership, and Transitions via OrgSync. Once the MVR passes, the student will be informed on how to take the course. For forms and more information go to the forms section of any student organization portal on OrgSync.

Individuals who do not successfully complete the Defensive Driving Course will be provided an opportunity to repeat the course and successfully complete it. If a passing score is not attained the second time, such students will not be allowed to drive on a University-sponsored activity or program, and a decision will be made regarding the employment status of a student whose job requirement requires driving on a University-sponsored activity or program.

### 8.9.4 Personal Vehicles

A student who uses his or her personal vehicle on a University-sponsored program must:

- Obtain personal auto insurance and provide the following upon request - a valid and current certificate of insurance that includes insurance company name, make/model of vehicle, vehicle VIN number, policy number and name of person insured.
- Acknowledge that the University does not carry insurance on, and assumes no responsibility for, any damage to personal vehicles, even when used on a University-sponsored activity or program. The student's auto insurance will respond for third party liability including liability for injuries to passengers in the vehicle. It is an industry standard that insurance follows the vehicle.

- Acknowledge responsibility for paying any deductibles or co-pays associated with personal insurance in the event of an accident.

### 8.9.5 Travel Limitations

- Students may not drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs, on a University-sponsored activity or program, more than 500 miles one-way. For trips over 500 miles one-way, students must contract with a third party carrier (i.e. airline, bus company, shuttle service) or received special permission from the Director of Student Involvement, Leadership, and Transitions.
- Note: Proposed travel that falls outside of these travel limitations must be reviewed and approved in advance by the Student Travel Committee (Director of Student Leadership and Service, Dean of Students, Director of Athletics and Recreation). Third party carriers must be chosen from a list pre-approved by the Student Travel Committee. For more information, please contact the Director of the Office of Student Leadership and Service.
- Do not exceed the recommended load capacity for vehicles for both number of passengers and weight of cargo.
- 15 passenger vans may not be leased, purchased or driven as University vehicles. Only 12 passenger vans or smaller may be used.

### 8.9.6 Travel Itineraries/Parties

This section of the policy applies to all trips greater than 60 miles from Emory's campus.

- A complete roster of travelers including cell phone numbers and a trip itinerary should be filed with appropriate on-campus personnel (i.e. staff member, student organization advisor) for each University-sponsored activity. There should be at least two on-campus personnel who have responsibility for implementing the emergency action plan (see 8.9.8), and the traveling party should have emergency phone numbers for both of these individuals.
- There should be more than one traveling person designated as the "person responsible" on all trips in case of injury to one of the persons.
- Other than Emory students, minors may not ride in vehicles used on a University-sponsored activity or program.
- Family members may not be transported in University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs on a University-sponsored activity or program.



### 8.9.7 General Operating Instructions

- Drivers must drive responsibly and are expected to follow traffic laws, posted speed limits, practice defensive driving, wear seat belts and avoid any activity that has the potential to divert attention from driving safely.
- Drivers are restricted from activities of distracted driving while driving on behalf of the University, including but not limited to use of navigation, cell phones, texting, smoking, eating, checking email, etc.
- Drivers must abide by the hands free law (House Bill 673) in the state of Georgia.
- Drivers must monitor weather and road conditions and commit to change plans if warranted to ensure safety. This may mean taking breaks more frequently, stopping overnight, or postponing the trip altogether.
- Change drivers at least every 2 hours, more frequently if the driving is fatiguing. If a trip is more than 2 hours away, there must be at least 2 certified drivers per vehicle.
- Drivers must assess the type of driving (highway, back roads, winding roads, hilly roads) compared to the driver's experience and comfort level and assign driving shifts accordingly.
- Do not caravan. Each driver should have a set of directions and maps. Do not attempt to stay together or rendezvous along the way. Each driver should travel independently. It is recommended that there be no driving between 12:00 midnight and 6:00 a.m.
- While driving on a University-sponsored activity or program, a driver may not be under the influence of illegal drugs or alcohol. Drivers and passengers may not bring alcoholic beverages (even unopened) into a vehicle. Such behavior will subject students to disciplinary action as determined by the Office of Student Conduct.
- Drivers must secure University Vehicles when not occupied and must have contents reasonably safeguarded.
- The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
- Trailer, hitches or towing are not permitted without special permission.
- University Vehicles should be used only for University business and should not be taken home at night (special exceptions may be approved by student activity advisor).
- Drivers are personally responsible for paying all traffic tickets.

## 8.9.8 Emergency Action Plan and Accident Reporting

### 8.9.8.1 Important Notes

- The University's liability insurance protects the University against damages resulting from bodily injury and/or property damage. The University's liability insurance will also protect an authorized driver as long as the authorized driver is driving a University Vehicle and is acting within the scope of his/her authority and responsibilities. As noted above, however, when driving your personal vehicle - even on a University- sponsored activity or program - your personal insurance is primary.
  - Immediately report all accidents during a University-sponsored program to your student activity advisor, even if you are driving your personal vehicle per the agreed upon Emergency Action Plan.
- Depending on the circumstances, advisors will contact the following University officials to enact an emergency action plan:
  - University Communications - 404/727-6216
  - Emory Police Department - 404/727-6111
  - Campus Life Emergency Line - 404/280-7073 or 404/895-5948
- Failure to report an accident will result in the revocation of your authorization to drive a University Vehicle on a University-sponsored activity or program.
- All University-owned vehicles contain an accident reporting kit and insurance card. Driver is responsible for using kit in the event of an accident.
- When you return to campus, promptly complete an accident report form with the Emory Police Department and contact the Office of Risk and Insurance Services.
- All accidents will be investigated and may result in revocation of driving authorization and other disciplinary action.

### 8.9.8.2 Recommended Emergency Action Plan Guidelines

- Each department and division should develop detailed instructions in an Emergency Action Plan. This plan should be disseminated to all students driving or travelling under your jurisdiction.
- All chartered Student Organizations should abide by the Office of Student Leadership & Service Emergency Action Plan unless otherwise noted ([http://www.osls.emory.edu/student\\_orgs/eagle\\_source/student\\_driving.html](http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.html)).
- General recommended actions to include are as follows:
  - Assess safety of self and passengers
  - If injuries, Call 9-1-1 immediately.
  - If no immediate injuries, move the vehicle to a nearby, safe place if possible. o Call 9-1-1.
  - Take down all information, take pictures of damages, etc.
  - Contact your activity advisor, faculty, or staff member ASAP
  - When police arrive, do file a police report no matter how serious the damage or injuries
  - Work with your advisor, faculty, or staff member contact to determine how to proceed back to campus
  - Within 24 hours, contact Office of Risk Management to alert to the issue (EPD/Risk Management – 404-727-6111/ 404/686-2470).
  - Complete an internal incident report form to document statements from all witnesses back on campus.

8.9.9 Violations of this policy may subject a student to disciplinary action as determined by the Office of Student Conduct.

## ■ Definitions

n/a

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/8.9>
- Safe Driver Enrollment Form ([http://www.osls.emory.edu/student\\_orgs/eagle\\_source/student\\_driving.htm](http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.htm))

## Contact Information

Subject	Contact	Phone	Email
<a href="#">Content</a>	<a href="#">Lisa Loveall</a>	<a href="#">404/727-6169</a>	<a href="mailto:Lisa.loveall@emory.edu">Lisa.loveall@emory.edu</a>
<a href="#">Accident Reporting</a>	<a href="#">EPD/Risk and Insurance Services</a>	<a href="#">404/727-6111</a>	

## Revision History

- Version Published on: Sep 21, 2018 (Updated policy content, contact information.)
- Version Published on: Sep 19, 2013
- Version Published on: Dec 12, 2012 (2nd sentence under applicability)
- Version Published on: Sep 27, 2012 (procedures and protocol revisions)
- Version Published on: Jun 22, 2012 (corrected link in 8.9.3)
- Version Published on: Oct 18, 2010
- Version Published on: Mar 03, 2010
- Version Published on: Feb 12, 2010 (Original Publication)

# Allocated Report

Fiscal Year:	2022	Period:	9	MAY	BEG BAL	REV	EXP	TFER	CUR BAL
BEG	\$	-			\$ -	\$ -	\$ (1,530.37)	\$ 2,750.00	\$ 1,219.63
FY	\$	1,219.63							
TOT	\$	1,219.63							

Beginning Balance- Always 0.00 for allocated accounts  
 Revenue- any gifts/income/deposits received- should never be received to  
 Expenses- the total of payment requests and reimbursements for the year  
 Transfers- amounts of journal entries processed for the year  
 Current balance- the balance as of the last day of the month for the period

To access this document, please [click here](#) or scan the below QR code.





# Self Generated Report

The screenshot shows an Excel spreadsheet with the following content:

**Project Details:**

- Project Desc: ORGANIZATION NAME
- Dept Desc: Division Specific
- SGS Division: DIVISION NAME
- SpeedType: 10-digits SELF-GENERATED
- Project: Organization Specific
- Dept: 6-digit Division Specific

**Fiscal Year Summary:**

Fiscal Year:	2022	Period:	9	MAY	BEG BAL	REV	EXP	TFER	CUR BAL
BEG	\$ 672.08				\$ 672.08	\$ 851.08	\$ (229.87)	\$ -	\$ 1,293.29
FY	\$ 621.21								
TOT	\$ 1,293.29								

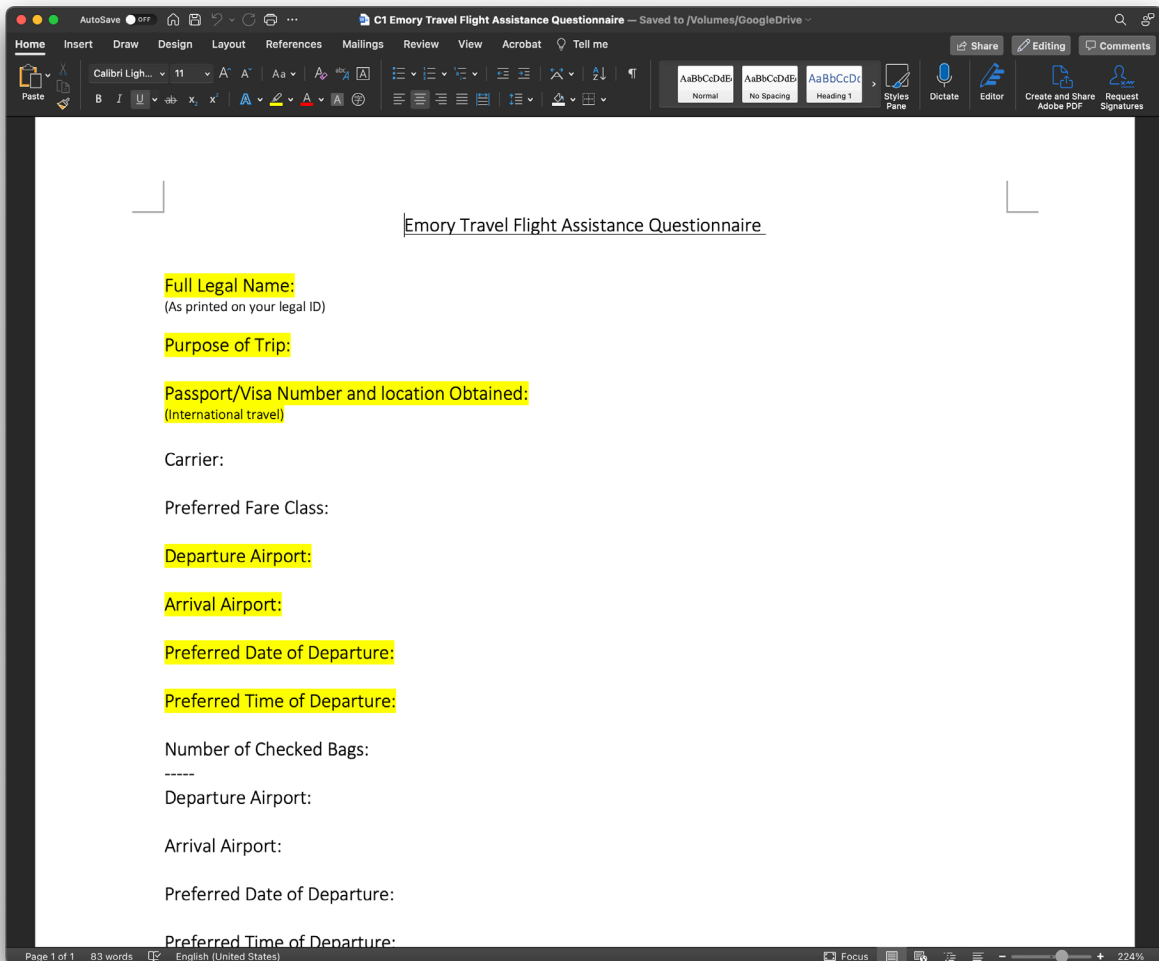
**Explanatory Text:**

- Period- (1-12) that report covers for the fiscal year
- Beginning is the balance from the previous year
- FY-fiscal year' activity including all credits and debits
- Total- the balance for the fiscal year
- Beginning Balance- Always 0.00 for allocated accounts
- Revenue- any gifts/income/deposits received
- Expenses- the total of payment requests and reimbursements for the year
- Transfers- amounts of journal entries processed for the year.
- Current balance- the balance as of the last day of the month for the period

To access this document, please [click here](#) or scan the below QR code.



# Emory Travel Flight Assistance Questionnaire



The screenshot shows a Microsoft Word document titled "C1 Emory Travel Flight Assistance Questionnaire" with the following content:

Emory Travel Flight Assistance Questionnaire

**Full Legal Name:**  
(As printed on your legal ID)

**Purpose of Trip:**

**Passport/Visa Number and location Obtained:**  
(International travel)

Carrier:

Preferred Fare Class:

**Departure Airport:**

**Arrival Airport:**

**Preferred Date of Departure:**

**Preferred Time of Departure:**

Number of Checked Bags:  
-----

Departure Airport:

Arrival Airport:

Preferred Date of Departure:

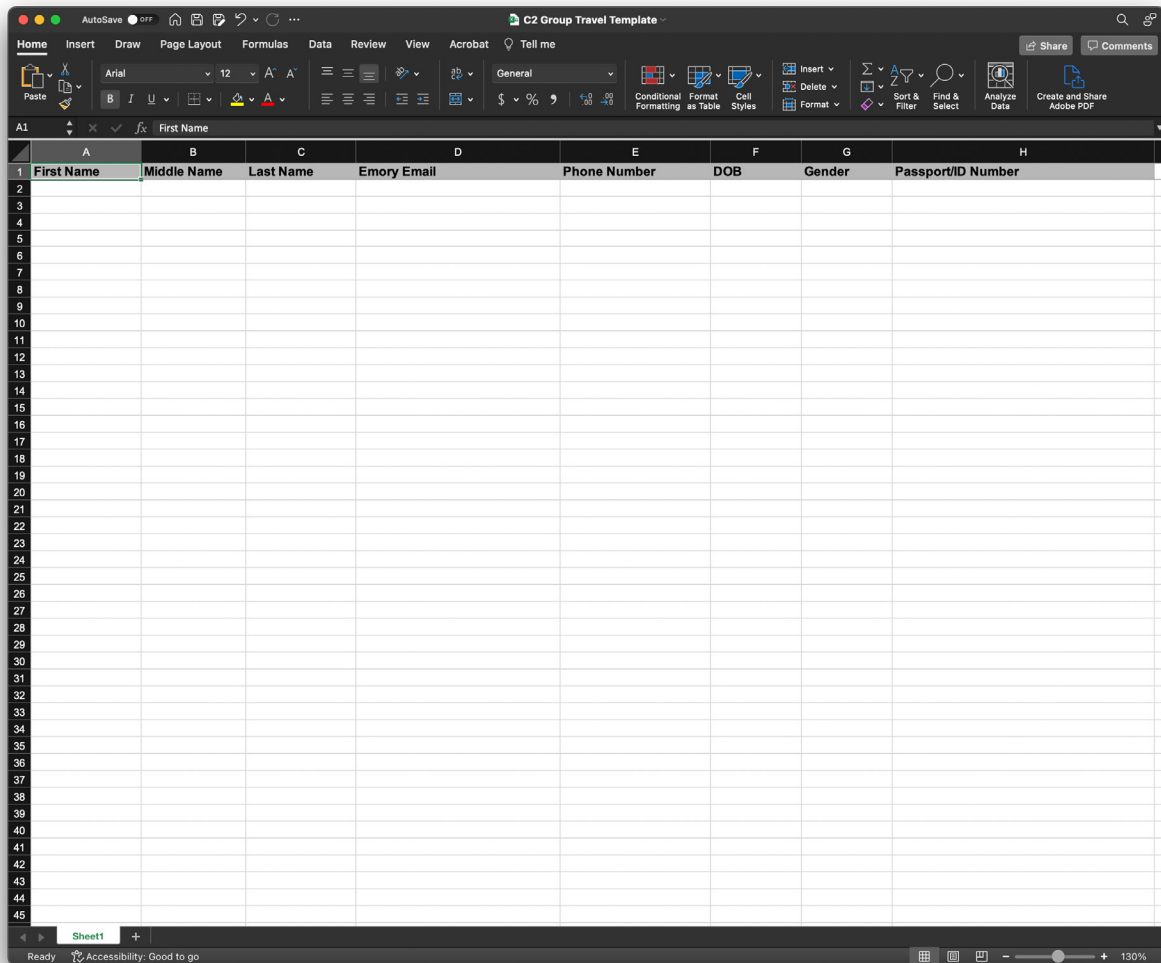
Preferred Time of Departure:

Page 1 of 1 83 words English (United States) 224%

To access this document, please [click here](#) or scan the below QR code.



# Group Travel Template



To access this document, please [click here](#) or scan the below QR code.

