SGA/RSO FUNDING: FREQUENTLY ASKED QUESTIONS

SOF Programming and SGA Travel Funding | 2026-2027

University of Memphis, Student Government Association / Student Engagement

This page answers the questions most likely to come up, including several where prior year guidance was unclear or conflicting. Where an answer here differs from an older document, this page and the current Process Maps govern. Questions not covered here go to sgafundingrequest@memphis.edu.

GETTING STARTED

Do we have to complete training before we can request funding?

Yes. This is a hard requirement, not a recommendation. For SOF event and programming funding, an officer must attend SGA financial training in person. For travel funding, the traveling member must complete the individual travel training. No funding request is accepted or reviewed until the applicable training is complete.

Is SGA financial training the same as the RSO training from Student Leadership and Involvement?

No. They are separate, and completing one does not satisfy the other. SLI training covers organization registration and operations. SGA financial training covers how funding works. You need the SGA financial training to request funds.

Our RSO is registered through the School of Law. Does that cover the SGA training requirement?

No. Law school registration is a separate process and does not substitute for SGA financial training. Any RSO seeking SGA or SAFA funding, including law school RSOs, must complete the SGA financial training before a request will be reviewed.

When should we complete training?

As early in the semester as possible. Funding is first come, first served against a fixed annual allocation. Organizations that train later in the year may find funds partially or fully used. Do not wait until you have an event to fund.

HOW MUCH, AND HOW OFTEN

How much can our organization receive for programming?

Requests fall into two tiers. Tier One is $1 to $2,499, submitted at least 14 calendar days before the event, with no hearing required by default. Tier Two is $2,500 to $7,500, submitted at least 30 calendar days before the event, with a hearing required. Each initiative is capped at $7,500. There is no aggregate semester or annual limit per organization, so an organization may submit multiple initiatives.

Is there a limit on how many requests our organization can submit?

There is no per organization cap on the number of initiatives or the total amount across the year. Each initiative is capped at $7,500. However, funding is first come, first served against a fixed annual allocation, so submit early. Once the allocation is exhausted, no further funding is available regardless of your organization's activity.

How much can an individual receive for travel?

$600 per traveler, per semester. A traveler may submit a maximum of two applications per academic year, one per semester, and cannot combine both semesters into a single application.

If I only used part of my fall travel award, can I use the rest in spring?

Possibly, by request. If you were approved for an amount in the fall but your trip cost less, you may ask the SGA Finance Committee to consider the unspent approved balance toward a higher cost trip in the spring. This is a request the Committee may consider, not a guaranteed credit you carry forward. Approval depends on funding still being available and on the first come, first served order of applications. Do not assume unspent funds will be waiting for you.

Is summer travel funded?

No. SGA Travel Funding covers Fall and Spring semester travel only.

WHAT GETS FUNDED

What is the difference between the CES Partnership and a funding request?

They are separate. The CES Partnership covers certain event charges directly, including AV, technology, security, staffing, and some room setup, for events in the UC, Rose Theater, Student Plaza, and Alumni Mall Lawn. There is no application for covered CES items, and they are paid from separate partnership funds rather than from money you request through SOF. Everything else goes through the SOF Programming Request.

We booked through CES and got a confirmation. Is that a bill we submit for reimbursement?

No. Your CES confirmation is not a bill. Covered partnership charges never appear in your SOF request and are never something you pay or seek reimbursement for. Do not submit a CES confirmation with your documentation; doing so creates duplicate records and delays processing. This is a change from how it may have worked in prior years.

Our event is a fundraiser. Is the room free?

Only if it qualifies as a philanthropy event and all proceeds go directly to the philanthropy. CES waives room rental in that case. If any portion of proceeds goes to something else, such as costumes, linens, or other costs, or if the fundraiser benefits your own organization, room rental is charged. A sponsor paying for some costs does not change this; room rental still applies unless all proceeds go to the philanthropy.

Can SAFA funds pay for the donation we are raising money for?

No. SAFA supports the cost of holding the event, not the gift itself. Cash or supply donations to a non-profit are not an allowable expense.

Our event needs something the partnership does not cover, like table linens or specialty rentals. Can we get those funded?

Possibly. Optional add-ons the organization chooses may be included in a SOF Programming Request as a budgeted event cost, if you include them in your itemized budget at the time of submission. Fees and penalties, including cancellation fees, no-show fees, parking, and damage charges, are never funded and cannot be reimbursed.

Who arranges event security?

When CES is arranging your event, CES makes the security request. Your responsibility is to give CES complete details on time: cost estimates, event details, names of any off-campus speakers, VIP names, and whether the general public is invited. Provide these early, since security determinations depend on them.

SUBMITTING AND GETTING PAID

Where in TigerZone do I actually go?

For programming, go to your organization, then Organization Tools, then Finance. Select CREATE REQUEST, then Create Budget Request, then choose the SOF Programming Request. After your event, the same path again, but this time choose the SOF Purchase / Funding Request. Create Budget Request is the correct choice both times, even for the reconciliation. The other two options in that menu open retired forms and will not reach a reviewer.

Why is travel funding not on our organization page?

Because travel is not an organizational request. Each traveler applies for themselves. Select your initials in the upper right of TigerZone, then My Submissions, then the Budgeting tab. That takes you to Personal Budget Requests, where you select CREATE REQUEST. Advisors and officers cannot submit travel on another student's behalf.

Who is allowed to submit a funding request?

For programming, only an RSO officer with authorized access in TigerZone. For travel, only the traveler. Advisors may not submit either one. A funding or reimbursement request submitted by a faculty or staff advisor is an automatic denial and cannot be fixed after the fact.

Will I be reimbursed what I actually paid for lodging and meals?

Not necessarily. Lodging and meals are reimbursed at the per diem rate for your destination, regardless of what you actually paid. If you stay somewhere that costs more than the per diem rate, you receive the per diem rate. Enter your real rate on the application anyway, since the Committee needs to see it. Meals do not require receipts because they are paid at per diem. Your first and last day of travel are paid at 75 percent of the daily meal rate. Look up your rate at gsa.gov under Travel, then Per Diem Rates.

What has to be attached to a travel application?

Your conference confirmation, on every application, without exception. Without it your request cannot be reviewed. If you are traveling internationally, your CIPS registration confirmation as well. Both upload under the Travel Documentation section of the budget, not by email.

How do I submit documentation after my event or trip?

All documentation is due within 14 calendar days: 14 days after the event or purchase for programming, 14 days after your return for travel. Upload it directly in TigerZone. Late documentation is denied unless a documented exception is granted in advance.

What if I miss the deadline because of something outside my control?

There is an exception process. Use the Procedure/Protocol Exception Request form. Post-event and post-travel documentation deadline exceptions are decided by the Administrative Associate I. Advance submission and advance notice deadline exceptions are decided by the SGA Finance Committee. Some things cannot be excepted, including advisor submissions, missing training, and post-travel reimbursement denials.

I bought my plane ticket before I applied. Is that a problem?

Not by itself. An expense incurred before approval, such as airfare purchased before the application window opened, is reimbursable as long as the travel occurs after approval. What is not allowed is a request for a trip that has already taken place.

My receipt only shows a total, not itemized detail. Is that acceptable?

No. An itemized receipt is required. A total-only receipt will be returned. If your receipt is not itemized, the itemized detail must be written into the justification field. A direct payment to a vendor requires an itemized invoice rather than a receipt.

DECISIONS AND APPEALS

Does the SGA Finance Committee decide, or just recommend?

The Finance Committee decides. It is not advisory.

Can we appeal a funding decision?

Yes, for pre-event and pre-travel decisions. Submit the appeal form to the Speaker of the Senate; it is heard and decided by the General Assembly. A denial issued because a request violates University policy cannot be appealed. Post-travel reimbursement denials are final and cannot be appealed.

STILL HAVE A QUESTION?

Who do I contact?

The Administrative Associate I at sgafundingrequest@memphis.edu. When in doubt about whether something is eligible, ask before you submit, not after.

Companion to the SOF Programming Request and SGA Travel Funding Process Maps, Procedures and Protocols, 2026-2027. Where a conflict exists, the Process Maps govern.