Alcohol Policy

- Graduate groups are able to conduct events that involve alcohol.
- To pay for this, groups can either get reimbursed for out-of-pocket expenses or submit a Disbursement to issue a check directly to a business.
  - Alcohol cannot be bought with the P-Card.
- When submitting either a reimbursement or Disbursement request, groups must include:
  - Itemized receipt/invoice
  - Approval letter from appropriate advisor/dean
  - Attendance/RSVP list
- As always, please be responsible!

Travel Grants

- Many graduate groups issue travel grants for students to attend conferences or workshops, to conduct research, etc.
- E-Boards should provide all students a memo that specifically lists:
  - The student organization
  - The award total
- Students who receive the award should turn in a reimbursement form (with all receipts and the award memo) to SORC.
- Reimbursement forms should only be turned in to SORC after the event date, within 30 days of receiving the award email.

Funding and Allocations

- If a graduate group is affiliated with a specific school or department, they may be eligible to receive departmental support.
  - E-Boards should work closely with both SORC Staff and their department to arrange this.
- Umbrella groups may also be eligible for support from their governing student organization.
- Any allocations from GPSG will be returned at the end of the fiscal year.
- But all department support will carry forward into the next fiscal year.

Group Names

- Many graduate groups have Student Executive Councils for governance.
- Other groups may have “Graduate Student Organization/Association” in their name.
- Please note that if your group is working with SORC, you must write out your complete group name.
  - Since there are so many SECs and GSO/As, please do not write only those acronyms.