

FAQs

Funding

Q: How far in advance should I submit my funding request?

A: All requests must be submitted **at least 15 business days before your event, or 21 business days for a conference or tournament.**

Q: What if my funding request exceeds \$1,000?

A: Any request **over \$1,000 requires a meeting** with the **GSA Finance Committee** before it can be approved.

Q: Can my organization apply for funding if we are not officially registered?

A: No. Only **registered (Student Organization registered through university policy) and recognized student organizations** (who attended the treasurer workshop) in good standing are eligible for GSA funding.

Q: How much funding can my organization receive?

A:

- **Tournaments:** Maximum of **\$2,000**
- **Conferences:** Maximum of **\$2,000**
- **Other events:** As determined by the Finance Committee, but must be within the semester cap and submitted on time.

Q: What is the maximum amount an organization can request for a single event?

A: We suggest requesting no more than \$5,000 for any single event.

Q: Is there a limit to how many funding requests an organization can submit each semester/year?

A: Student organizations may make any number of requests up to a total of \$5,000 per semester.

Reimbursement

Q: When and how should reimbursements be submitted?

A: After your event, submit your reimbursement forms through the links provided by the ticket link from the Leadership and Service Centre (Link:)
You must attach **all receipts, invoices, and proof of payment.**

Q: If the reimbursed file differs from the initial quote, is that okay?

A: The final amount should not exceed the approved budget. We recommend planning carefully and spending within your allocated funds.

Q: Is there a deadline for submitting reimbursement requests after an event or purchase?

A: Yes. All reimbursement requests must be submitted within 7 days of the event or purchase.

Q: What if our organization overspends the approved budget?

A: GSA **will not reimburse expenses** beyond the approved amount. Plan carefully and stay within your allocated budget.

Event Guidelines & Restrictions

Q: Can my organization host an event off campus?

A: Yes, but it should be within a 12-mile radius, and you must clearly justify how the event benefits USC graduate students and follow all university event policies.

Q: Are we allowed to make a profit or charge admission for a GSA-funded event?

A: No. GSA-funded events must be **free and open to all USC students**. Events intended for profit are **not eligible** for GSA support.

Q: What are the rules for perishable and non-perishable items?

A: Perishable items (like food and flowers): Must be used for the approved event and included in the budget.

A: Non-perishable items (like equipment and supplies): Usually, GSA does not provide funds for such things. If you are using something for one-time use, please mention it clearly in your budget request (like something for decoration). **Non-perishable or permanent items** (e.g., instruments, costumes, tech gear) are generally **not funded**. Only **consumable, one-time-use items** may be approved if clearly justified in the budget.

Q: Is it permissible to collaborate with outside vendors or companies for sponsorship, in addition to GSA funding?

A: Yes, organizations are welcome to seek additional sponsorship or funding from other sources alongside GSA support.

Q: Can we roll over unused funds to the next semester?

A: No. Unused funds cannot be carried over to future semesters or fiscal years.

Q: If an organization wants to host an event outside campus, hold a raffle draw, or make a profit, is it allowed?

A: If the event is not funded by GSA, the organization has the flexibility to plan according to its and the community's interests. Please ensure that your advisor is notified in advance.

Q: Are organizations allowed to charge an entry fee or ticket price for events funded by GSA?

A: No. Events funded by GSA must be free and open to all USC graduate and undergraduate students.

Catering

Q: Is it allowed to do catering services from outside vendors for an event?

A: Yes, this is allowed and 12\$ per person when catering from outside vendors. However, if the catering cost exceeds \$500, you must first obtain permission from Aramark.

Q: Can Horseshoe Catering customize menus for student groups?

A: Yes. They can accommodate any budget or dietary preference and are open to creating **custom menus** for themed events.

Q: Who are the catering contacts?

A: **Horseshoe Catering:** Veronica McCray – mccray-veronica1@aramark.com

Conference and Tournaments:

Q: What is the funding cap for conferences and tournaments?

A: Funding **cannot exceed \$2,000** per event (conference or tournament).

Q: What expenses are covered for conferences and tournaments?

A: Typically:

- **Registration fees**
- **Transportation** (airfare, mileage, etc.)
- **Lodging**, if applicable

Q: What information should the attendee document include?

A: The Attendee Document name, USC ID, justification for attendance, and a detailed breakdown of airfare and lodging expenses.

Q: Are food/meals covered for the conference or travel?

A: No, GSA doesn't fund that

Q: Do GSA funds cover honoraria or speaker fees?

A: Yes

Q: If travel is funded, does it cover registration fees in addition to transportation?

A: We fund the registration fee and flight cost

Q: Can international conference travel be funded, or is funding limited to domestic travel?

A: All international travel on behalf of the university must be submitted at least six weeks in advance and routed through the Education Abroad Office for approval and the proper documentation.

Q: Can we submit a reimbursement for conference attendance without prior approval?

A: No. All conference and tournament funding must be pre-approved before the event. Reimbursements for unapproved travel will not be processed.

Q: Are international conferences eligible for funding?

A: Yes, but international travel must be submitted at least six weeks in advance and routed through the **Education Abroad Office** for proper documentation and approval.

Q: Can we submit a reimbursement for conference attendance without prior approval?

A: No. All conference and tournament funding **must be pre-approved** before the event. Reimbursements for unapproved travel will not be processed.

Resources & Contacts

Q: Where can I find the necessary guidelines?

A: Visit the USC Graduate Student Association webpage

- Finance Committee meeting dates
- Financial guidelines and contacts

Q: Where can I find the necessary forms and guidelines?

A: Visit the Garnet Gate → Go to your Organization link, then the *Finance section* to access:

- Funding request forms
- Reimbursement forms

Q: Who are the key GSA contacts for financial matters?

A:

- **Treasurer:** Md Ariful Islam Sanim – msanim@email.sc.edu / sogsa@mailbox.sc.edu
- **Reimbursements:** Matt Hinds – mhinds@mailbox.sc.edu
- **Horseshoe Catering:** Veronica McCray – mccray-veronica1@aramark.com
- **Russell House Services:** Ryan Gross – grossrr@mailbox.sc.edu