

Events Request Approval Guidelines

1. Prior approval must be obtained for ALL expenditures of GEAR UP funds for any food or other items for GEAR UP-related activities.
2. Activities and events need to be reasonable, allocable, allowable, necessary, and consistent under our grant, GEAR UP regulations, and federal EDGAR cost principles. They also must be consistent with past guidance for our federal program officers, and consistent across the grant and throughout the years of the grant.
3. Based on the guidance regarding a reasonable expenditure given our budget and the needs of the activity, it should be prudent and necessary to achieve the purpose of the activity. On food and beverage, as these are not typically allowable under federal regulations, we must have an exception by approval, therefore it is expected that we be prudent with those purchases.

Event Request Approval Procedures

- *First* consult with your direct supervisor about a desired event.
- After consulting with the direct supervisor, the requestor must submit a written estimated budget request.
 - All counselors, including FYS, will use the New Event Request Online Adobe sign form to create a budget request, which will go to their supervisor and then to the statewide director for final approval.
- Event requests should include:
 - Name of event
 - Date of event
 - Title of Event, Brief summary of event activities, including grant objective that the activity meets.
 - Attendance numbers and types (student, parent, staff, volunteer, guests applicable to event)
 - Food types/cost/ vendor (indicate breakfast, lunch, dinner, or snack)
 - Estimated food cost per person
 - Supplies (if needed) which may include, paper products, advertising materials etc.
 - Travel cost (buses)
 - Total amount requested

*** Do not sign your request before the event.** If signed, Adobe sign will not let you edit the form. Once your event has been completed, fill out the other half of the form with actual expenditures, then sign.

- Requests should be submitted according to the Semester request calendar. Requests can also be submitted on an as needed basis, always submit at least two weeks prior to the event for approval.
- Once requests are approved, the requester should work with the full-time administrative assistant specifying what tasks the requester would like them to help with and accomplish for the event.
- All events where food will be provided should be academic in nature and be long enough to warrant the need for food.
- All purchases must be tax exempt.
- You cannot spend more than the total amount requested. You can only spend on each participant the amount you requested per person. You cannot request funds for more participants at a higher total cost, and then have fewer participants and spend more per person than is allowed.
- If for some unforeseen reason you do not stay within your budget, please write a justification on your event form.
- Candy is not allowed to be purchased for students with GEAR UP funds for incentive or academic accomplishments.
- The approved amount per student for meals has changed to the following:
 - Breakfast = \$10
 - Lunch = \$12
 - Dinner = \$15
 - Snack = \$3
- A 10% tip can be included in your purchase, please include it on a line item of your request.
- All leftover food purchased is required to be used for students. If the food is perishable and cannot be saved for future student events, it is permissible to distribute to GEAR UP students first then GEAR UP employees.
- Events held at UVU must be scheduled through 25LIVE and register through risk management at the link below if minors will be on campus. <https://www.uvu.edu/riskmanagement/>
- **All food (snacks included) that is to be purchased for students on UVU campus or UVU owned property must be purchased from Dining services (if over 100 attendees) or vendors on UVU campus (if under 100 attendees).**
- **To purchase food vouchers, email your request to dining services and they will bill to our index. Request a receipt and turn in with the event checklist to Admin.**

After the event: (See Purchasing Card Approval Process)

All requesters will fill out and sign the original New Event Request form with actual costs and include this with receipts and sign in sheets on the expenses.

Overnight Campus Tours Approval Request

Approval requests for overnight campus tours will be included with your semester event requests and should include:

- Name of Event
- Date of Event
- Summary of event/Grant Objective
- Attendance Expected
- Registration Cost (May need to be paid with PO)
- Estimated Food Cost/Food Vendor (indicate Breakfast, Lunch, Dinner or Snack)
- Food Cost per person
- Supplies (If needed)
- Travel cost (A PO must be created for any BUSES)
- Hotel Accommodations for staff/driver
- Total Amount Requested

A group travel request must be completed and approved in concur and all expenses for overnight campus tours will be purchased on the supervising counselors travel card except for the Buses. Depending on the campus, Registration may need to be paid with a requisition check if they will not accept the Travel Visa Card. You will also need to submit a request to use your travel card for food at this link.

https://my.uvu.edu/employees/purchasing-travel/group_meal_exec_approval.html

After the trip, a concur expense report will need to be completed, including all receipts, the event checklist and sign in sheets.