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**Policies**

## **INTRODUCTION**

The policies and procedures outlined in this manual apply to officially recognized student groups, as well as students who plan activities and events at HGSE with funding received from the Student Organization Fund (SOF), DDIF, and other funding sources within Harvard University.

## **POLICIES PERTAINING TO HGSE STUDENT ORGANIZATIONS**

### **What constitutes a student organization?**

A student organization is defined as a group of HGSE students who unite to promote or celebrate a common interest. While student organizations may include members from other schools, faculty, staff or community members, the majority of the membership of the organization must be HGSE students. Additionally, only currently enrolled HGSE students are permitted to serve as officers/leaders of officially recognized student organizations.

### **Why recognize student organizations?**

Each organization leaves its special mark on the cultural, social, and intellectual life of HGSE. The school recognizes the vital contributions that student organizations make to the quality of life on campus and seeks to fulfill its commitment to free inquiry and to an education encompassing the whole person.

### **What are the benefits of official recognition?**

Student organizations granted official recognition by the Office of Student Affairs receive many benefits which include:

- Eligibility to apply for funding from the Student Organization Fund.
- Use of HGSE space by reserving rooms, halls, etc.
- Permission to publicize, poster and announce events.

- Permission to use the Harvard name with their organization under strict guidelines (please see page 5 for information.)
- Email and web site organization accounts
- Support from the HGSE Office of Student Affairs

### **Recognition of Student Organizations**

The Office of Student Affairs has the responsibility to grant official recognition to organizations and to establish regulations for their governance. These policies and procedures are presented here in the *HGSE Student Activities Policies and Procedures Manual* which is published annually. OSA assumes that organizations will comply with the understandings reached at the time of recognition. If OSA determines that a student organization has failed to abide by these criteria or the regulations found in this Manual, it may revoke the organization's recognition. Organizations must register each year with the Associate Director in the Office of Student Affairs. The Associate Director will notify the organization if organization recognition is approved or denied.

**Recognition of any organization is not to be interpreted as an endorsement by the school of purpose, activities, partisan political position, or point of view of the organization.**

### **Getting started with a student organization**

Considerations for organizing a student organization include:

1. Organize a first meeting of interested students and persons.
2. Discuss officers and/or leaders for the organization. Organizations are allowed to select officers through a process of their own choosing, whether election, appointment, or volunteer.
3. Organizations must convene at least 2 open meetings before leadership can be determined.

### **What is the process of recognition or annual registration for organizations?**

In order for HGSE student organizations to become recognized, the following criteria must be met:

1. Completion of the New Organization Recognition Form for Student Organizations through the Student Organizations Portal ([http://isites.harvard.edu/hgse\\_student\\_organizations](http://isites.harvard.edu/hgse_student_organizations)) which includes contact and organization information.
2. As part of the New Organization Recognition Form, groups must submit a mission statement or statement of purpose for the organization. Membership of student organizations shall not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, or physical disability.
3. The roster for the organization must include a recommended number of ten (10) HGSE students who are interested in being part of the organization. **All organizations must notify the Office of Student Affairs of any changes in major officers.**
4. Acknowledgement of the Massachusetts Anti-Hazing Statutes must be confirmed as part of the recognition process. Organizations are responsible for disseminating this information to members.
5. Registration forms, mission statement, and the Anti-Hazing agreement must be submitted through the Student Organizations Portal.
6. Attendance at a mandatory training/information session for student organization representatives coordinated by the Associate Director of Student Affairs is required for the leadership of each organization. Training sessions are open to all other student members of student organizations on a voluntary basis, and any HGSE student.

7. Observance of all regulations and policies for student organizations, including but not limited to: the use of Harvard's name, proper registration of events, adherence to event planning regulations, and any other policies outlined in the Student Activities Manual.
8. All organizations at HGSE are non-profit and must be open to every member of the HGSE community.

### **What is the timeline for recognition?**

The registration process must be completed yearly. Recognition begins immediately with the start of the fall semester, and the deadline for recognition is February 28<sup>th</sup>, 2016.

### **How do I reactivate a group?**

To reactivate a group that had existed in a prior year, you must email the Associate Director of Student Affairs with the name of the organization that you wish to reactivate and a list of a recommended number of ten (10) HGSE students who are interested in being a part of the organization. The deadline for group reactivation is February 28<sup>th</sup>, 2016.

### **Naming your Student Group**

The use of "Harvard" alone is not permitted. Shortening the name in written or electronic correspondence or on other materials where Harvard Graduate School of Education (or HGSE) is omitted is also not permitted. The Associate Director of Student Affairs will counsel student organizations that need assistance with the use of the Harvard name in their student organization name.

### **Responsibilities of the Sponsoring Organization**

By applying for and accepting recognition as an official HGSE student organization or group, the officers and members of the group accept responsibilities and organizational requirements deemed appropriate by Harvard University and the Harvard Graduate School of

Education. Officers and members of student groups who disregard these responsibilities and requirements may be subject to disciplinary action. Please note that all HGSE students are held accountable to the Standards of Conduct Statement that is found in the Student Handbook, posted online at [http://isites.harvard.edu/icb/icb.do?keyword=hgse\\_osa&pageid=icb.page269333](http://isites.harvard.edu/icb/icb.do?keyword=hgse_osa&pageid=icb.page269333)

HGSE does not assume responsibility for anyone who participates in an activity leading to physical injury or property damage. Individuals involved in such activities are fully responsible for their own actions, and are responsible for any damages that occur.

### **Sponsorship**

The University requires that each organization maintain local autonomy, having no institutional connection with outside organizations. This means that non-Harvard groups may not sponsor events here by using your organization as a vehicle to appear on campus.

All organization members are responsible for understanding and abiding by the policies and procedures outlined in this manual, including those in the Appendix. Student Organization leaders must certify that their organization has agreed to these policies. The officers of the organizations are responsible for informing their members of such policies and for ensuring compliance. All official student organizations must abide by Harvard University's established policies governing a range of activities, including but not limited to policies regarding non-discrimination, student rights and responsibilities, fundraising, alumni, commercial activities, hazing, and the use of Harvard name and insignia in printed materials, electronic contexts, or merchandise, as outlined herein.

## **POLICIES PERTAINING TO ALL STUDENT ACTIVITIES**

### **Policies Affidavit**

The organization chair/event organizer must be aware of the policies of HGSE and Harvard University and be responsible for ensuring that the organization and its activities adhere to the policies listed below:

- Alcohol Policy
- Non-Discrimination Policy
- Anti-Hazing Policy
- Guidelines for Inviting Guest Speakers

### **General Information about the Harvard Trademark Program**

The Trademark Program is charged with the protection and licensing of Harvard's trademarks worldwide and the administration of the University's internal Use-of-Name policies and guidelines. The office also provides advice to members of the Harvard community on a wide range of trademark related issues.

In its protection efforts, the office registers Harvard's various trademarks and works to stop their unauthorized use around the world. Through its domestic and international licensing endeavors, the office licenses the University's trademarks (e.g., Harvard, Harvard University, Harvard College, Harvard Medical School, HBS, Harvard Football, the VERITAS shield, etc.) to qualified companies to produce a variety of insignia items; proceeds from the sales of these items are provided to the Faculty of Arts and Sciences for undergraduate financial aid. The office also administers Harvard's Use-of-Name policies, which were established by the University to ensure that the Harvard name and insignias are used appropriately and accurately by the University community and in accordance with the principles contained in the policies.

## **Use of Harvard's Trademarks by Students and Student Groups**

All Harvard student group names incorporating any of the University's trademarks are owned by the President and Fellows of Harvard College (Harvard University) and are used by permission of the University. In addition, the use of any of Harvard's shields/logos by student groups is by permission of the University. And, any use of Harvard's names/logos by student groups or students must comply with all relevant University policies, including the policy on the Use of Harvard Names and Insignias.

### **Student Group Guidelines**

The Trademark Program has established the following guidelines to help student groups ensure that they represent their association with Harvard in an appropriate and accurate manner, as is required of all members of the Harvard community under the Use-of-Name policies. Specifically, the guidelines stipulate that all student organizations must clearly and accurately identify their association with the University in print and electronic publications, on websites, and in promotional materials and related activities:

**Publications:** a student group publication must bear a statement on its cover identifying that it is a publication of a student organization and the statement must be prominently placed and include the name of the school with which the student organization is associated, for example: "a publication of (name of the student group), an officially recognized student organization at the Harvard Graduate School of Education." Also, the identity statement that is used must be compliant with any supplemental guidelines established by the school with which the student organization is associated. In addition, the copyright page (or corresponding section)

of the publication must state that "The Harvard name and the VERITAS shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University." This statement can be modified to reflect the exact Harvard trademarks being used by the student group.

### **Promotional Materials and Related Activities:**

The trademark guidelines also apply to student organization promotional materials and related activities. Thus, all brochures, posters, publicity materials, etc. related to any student group event or activity, whether taking place in the U.S. or abroad, must clearly identify the event/activity as being hosted by an officially recognized student group from the Harvard Graduate School of Education.

### **Ordering Apparel or other Mercantile Items bearing Harvard's Trademarks**

Any student or student group that wants to have apparel or other mercantile items produced bearing any of the University's trademarks (e.g., Harvard, Harvard University, Harvard College, Harvard Graduate School of Education, H, HMS, Harvard Tennis, the VERITAS shield, all other Harvard school and house shields, etc.), including items bearing a student organization's name that incorporates any of Harvard's trademarks and/or logos, must seek approval from the Trademark Program before ordering such items (whether such items are for use by the student, student group, to give away, or to sell). The Trademark Program will provide guidance on how the trademarks may be used on the items, will assist the student or student group in selecting a licensee to produce the items (only official licensees of Harvard are permitted to produce mercantile items bearing the University's trademarks), and will determine if the items being ordered qualify for royalty exemption.

Requests to have apparel or other mercantile items produced should be submitted through the Associate Director of Student Affairs.

For further information about the Harvard Trademark Program, please visit the Trademark Program's website: [www.trademark.harvard.edu](http://www.trademark.harvard.edu) or contact the office at [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu).

### **Harvard Insignia Items Do's**

Official HGSE student organizations may produce items bearing the name "Harvard Graduate School of Education," "HGSE," and/or the HGSE shield, subject to the following limitations:

- All proposed designs and production and distribution plans must be submitted to the HGSE Office of Student Affairs for review and approval prior to production.

### **Harvard Insignia Items Don'ts**

- The "Harvard Graduate School of Education," "HGSE" and/or the HGSE shield may not appear on items bearing other symbols, phrases, or quotes other than the name of the student group.
- HGSE student organizations may not sell insignia items identical to items currently produced for sale and sold by HGSE.
- Student organizations may not produce more than 500 insignia items.
- Student organizations may not produce: lighters, ashtrays, sports equipment, food items, alcoholic beverages, barbeque grills, or weapons.
- Official HGSE student organizations may not produce any items bearing the identification "Harvard University" or depicting the Harvard University insignia (i.e., the Veritas shield).

Student produced apparel or paraphernalia that does not incorporate the Harvard Graduate School of Education name or insignia are not subject to this policy.

### **Use of the Harvard Name: Web space and Other Electronic Uses**

As an officially approved student organization at HGSE, you are eligible to have a web presence through our iSite platform. Any HGSE student group wishing to have a web presence is required to do so through the iSite platform only. iSites is a free, easy-to-use web site tool created and maintained by Harvard University; all content is hosted on Harvard servers. All requirements of HGSE's Web Publishing Policies and the Policy on Use of Harvard's Name in Internet Addresses, Domain Names, Web Sites and Other Electronic Contexts must be met. See: [www.provost.harvard.edu/harvard\\_trademark\\_program/](http://www.provost.harvard.edu/harvard_trademark_program/).

Student Organizations utilizing an iSite are required to comply with HGSE's Information Technology (IT) policies concerning that communication tool.

### **Use of the Harvard Name: Miscellaneous**

Students are not permitted to utilize the HGSE PowerPoint template or the HGSE podium for student events. Students may not produce photographs or video recordings of student events bearing visual images of the Harvard/Harvard Graduate School of Education name and/or shield.

### **How can a student obtain a website?**

Student organizations should request an iSite through the Associate Director of Student Affairs. The organization leader will be listed as the iSite "webmaster," but more webmasters can be added after the site has been launched. Information Technology must have authorization from OSA in order to provide web space to an organization.

Regular training on iSites takes place in IT.  
Online help is also available (see:  
<http://isites.harvard.edu/k3846>).

### **Relationship to Harvard University**

- No organization shall be allowed to appear on a commercially sponsored radio or television program.
- No organization shall in any publication, radio or television broadcast, public performance, or otherwise purport to represent views or opinions of Harvard University or its body.
- No organization may act so as to endanger the tax-exempt status of Harvard University.
- No organization may be connected with any advertising medium, including the press or other public forum, which makes use of the name Harvard (see also [The Use of the Harvard Name and Insignia](#), or online at:  
[http://www.provost.harvard.edu/policies\\_guidelines/names\\_insignias.php](http://www.provost.harvard.edu/policies_guidelines/names_insignias.php)).

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**Fundraising**



## **Fund Raising**

Most student activities require resources. Resources can include in-kind contributions (food, equipment, space, technical assistance); awarded contracts; pledges; sales of tickets or merchandise; and contributions from people, businesses, and/or foundations (restricted or unrestricted). These resources can be obtained both on-campus and off-campus and through proposals, direct mail, endowments, campaigns, events, and sponsorship.

## **HGSE Policies - Fundraising**

Students need the permission of the Office of Student Affairs in order to do any fundraising of any kind. This includes raising funds from alumni or other individuals; businesses or corporations; foundations; government grants and contracts; and special events (on or off campus). The first step in securing funding from outside sources is to make an appointment to review your fundraising plan with the Associate Director of Student Affairs. Failure to have this meeting may result in an inability to accept requested donations and/or grants. Note: students do not need permission to seek funds from the David Rockefeller Center, HUNAP, Hauser Center, etc (Harvard entities).

Before making an appointment in the Office of Student Affairs about your fundraising ideas, you must develop a project budget for the specific program or event you are planning. Project budgets should include both projected expenses and income.

In order to engage in fundraising, students must be part of an officially recognized organization. Individual students are not permitted to fundraise.

The Office of Student Affairs will advise you on how to proceed with your proposed fundraising plan. If you plan on holding a fundraising event, the event must be entered

into the Student Organization Portal Event Registration Form through the Student Organizations Portal ([http://isites.harvard.edu/hgse\\_student\\_organizations](http://isites.harvard.edu/hgse_student_organizations)) and receive the permission of the Associate Director of Student Affairs, including the areas on campus where you are allowed to fundraise.

If you plan to contact alumni, individuals, foundations or corporations, you must first meet with the Office of Student Affairs. Depending on your plans, you may also be required to meet with administrators in the HGSE Offices of Alumni Relations, Development, or Outreach. Harvard is an active fundraising organization, and these meetings will ensure that outside organizations and persons do not receive multiple requests from Harvard.

## **Disaster Relief, Charity Drives, and Raising Funds for Others**

There are times when HGSE students want to collect goods to help domestic and emergency relief drives. Without adequate collaboration with an established relief agency that distributes the collected goods, such efforts can be unfruitful. Collaborating with a relief agency can ensure that goods are collected and a means of distribution is available. Please remember to not collect cash. Instead, instruct donors to make checks payable to the relief agency. Checks intended for donation elsewhere cannot be made out to Harvard University or Harvard Graduate School of Education. In addition, students may not establish PayPal accounts on behalf of the university or the student group. HGSE students are required to obtain permission from the Office of Student Affairs before setting up collection points in HGSE buildings. If approval is granted, you will be required to establish a pick-up date for the goods collected.

Student organizations that raise funds to give to other non-profit organizations must exercise care in selecting their recipient organizations. Student organizations are responsible for accurate representation of the recipient organization to the donors and due diligence in seeing that the donated funds are used as represented.

### **Sales, Solicitation, Admission Charges and Raffles**

Student organizations planning raffles, sales of subscriptions, tickets to functions, or sales in general, are required to get permission from the Office of Students Affairs, either the Director of Student Affairs or the Associate Director of Student Affairs.

The City of Cambridge requires a one-day raffle license for raffles or other events where tickets are sold for a chance to win a prize (Massachusetts General Law (MGL) ch.810 Special Acts of 1969). You must also obtain an Entertainment License to hold a party or event for which admission is charged. The Cambridge License Commission is in City Hall at 831 Massachusetts Avenue. Phone: 617-349-6140, ext. 617.

### **Casino Nights/Poker**

Per the City of Cambridge ordinance prohibiting “games of chance,” gambling is not permitted. Because of this city law, the HGSE Office of Student Affairs will not permit any poker tournaments, casino nights, charity benefits or school-wide social events with poker games present.

### **What funding sources are available to HGSE student groups?**

- **Student Organization Fund (SOF):**  
The Student Organization Fund at HGSE supports student interests and the involvement of student organizations in student life by funding student-initiated

activities, programs and events that will enhance and compliment the academic experience of all HGSE students. To this end, the Student Organization Fund (SOF) promotes the academic, cultural and social development of students as part of the co-curricular experience at HGSE.

- **Deans Diversity and Innovation Fund (DDIF):** The Dean's Office established the Diversity Innovation Fund to support student-initiated ideas that broaden the conversation around diversity at HGSE. See Appendix A for DDIF proposal guidelines.

- **Other sources within Harvard:**

David Rockefeller Center for Latin American Studies:

[www.drclas.fas.harvard.edu](http://www.drclas.fas.harvard.edu)

Harvard University Committee on African Studies: [www.fas.harvard.edu/~cafrica](http://www.fas.harvard.edu/~cafrica)

Harvard University Native American Program: [www.ksg.harvard.edu/hunap](http://www.ksg.harvard.edu/hunap)

Hauser Center for Nonprofit Organizations:  
[www.ksghauser.harvard.edu](http://www.ksghauser.harvard.edu)

Weatherhead Center for International Affairs: [www.wcfia.harvard.edu](http://www.wcfia.harvard.edu)

### **How does one access Student Organization funding?**

In order to potentially access HGSE funds, student groups must have received official recognition. In order to request money from the Student Organization Fund, student groups must submit a Funding Request along with the New Event Request Form through the Student Organizations Portal **four weeks prior** to the proposed event. (Please refer to Appendix A for information on applying for Dean's Diversity and Innovation Fund resources.)

## What is the process for submitting a program funding proposal?

1. Click on "Submit Event Information/Request Funding" on the left navigation menu of the Student Organizations Portal.
2. Fill out the event information and the funding request form and click through until the form is completed.

The Student Organization Fund Committee may invite the student organization Treasurer (or a designated organization representative) to be present for the meeting where the group's proposal is reviewed. This allows for prompt clarification of any questions or concerns that may arise and thus minimizes delays in the funding decision-making process.

Funding Proposals may be **submitted beginning August 15, 2015**. Proposals will be reviewed bi-weekly through April of the academic year. Notification of funding decisions will be made by the Associate Director of Student Affairs within two business days of the Committee meeting.

## What are the guidelines for completing a Program Funding Request?

Student Organization Funding Requests should be based on the following criteria. Each organization should consider these factors when drafting a program proposal to the Student Organization Fund:

- The proposal should address an academic, cultural or social need of the HGSE community.
- Anticipated expenditures must be itemized with costs estimated as accurately as possible.
- The objectives of the proposal should represent the most economical and efficient means of satisfying the stated need.

- If outside funding is received for the program, the proposal must be accompanied by evidence of support (financial and otherwise) from individuals, groups, and/or organizations other than the Student Organization Fund.
- The Student Organization Fund Committee may establish a date in the spring of the academic year after which no further proposals will be accepted (e.g., April 1).
- A special note about Commencement and year end celebrations: students planning events during HGSE's Commencement Week have three additional requirements:
  - a. Events may not conflict with wider Harvard University or HGSE events (e.g., Convocation, Harvard Alumni Exercises, Commencement Dance, etc.)
  - b. Commencement *Day* events must be held off the HGSE campus.
  - c. Event Organizers must meet with the Associate Director of Student Affairs by March 31 to establish a timetable of deadlines and to lay out the financial arrangements and general plan of the event. Event Organizers that fail to comply with the stated requirements may not receive support from HGSE, either through funding or assistance from OSA staff.

## Is there a limit on the level of funding a group can receive?

Depending on the number of groups that register each year, the Student Organization Fund Committee may put a cap on funding for each organization and for each proposal presented. It also recognizes that some groups have traditionally held large-scale community activities for which a greater amount of funding is required. The group(s) holding such activities are encouraged to seek additional funding by co-sponsoring the activity with groups outside of HGSE.

**\* Food and Drink:**

Food and drink is a valid category of expense. However, funding will not be provided for internal group meetings. Food and drink as part of a cultural event, a celebration, or at event receptions are considered to be more essential if only to increase attendance and stimulate conversation. As all events should be open to the entire HGSE student body, so too should the corresponding food/beverage reception. **Value guideline: \$3-4/person.** In addition, we highly discourage having food alone as an event (e.g. going out to dinner).

**How does one request DDIF funding?**

In order to potentially access DDIF funds, students must complete a short proposal process (see Appendix A for detailed guidelines). Proposals are reviewed by a subcommittee of the Diversity and Inclusion Advisory Council (DIAC), which meets and issues funding decisions quarterly. DDIF Proposals deadlines for the 2015-2016 academic year are October 7, November 4, February 3, and March 2. For questions regarding DDIF funding, please contact the Assistant Director for International and Multicultural Affairs.

**Is outside funding handled differently?**

If a student secures funding from a source outside of the Student Organization Fund or DDIF, such as from another Harvard fund, they must meet with the Student Affairs Administrator in OSA to discuss the requirements for utilizing these funds before any money is spent. Each funding source will have specific guidelines as to how the money can be spent. It is the responsibility of the student to understand and adhere to these guidelines when planning expenditures and submitting reimbursement/payment paperwork to the OSA.

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**Financial Management**

### Who can handle money?

All financial transactions must be handled by the organization Treasurer/Event Organizer.

### Is approval required for all funding expenses?

Yes. Event organizers are required to get event approval, formally request funding, and receive funding approval **before any money can be spent**.

**HGSE cannot retroactively reimburse the organization or its members for expenses that have not been approved in advance. There are no exceptions to this policy.**

### Who keeps track of the event budget?

Organization treasurers or individual event organizers must create a budget for each event or expenditure, as well as maintaining the overall budget. Organization treasurers are responsible for monitoring all funding granted to his or her organization, as well as all expenditures. The same is true for any individual student receiving funding.

The Office of Student Affairs does not keep budgets for individual organizations.

Any student group receiving funding from the Student Organization Fund or the Dean's Diversity and Innovation Fund (DDIF) must designate one key contact who will be responsible for handling all financial transactions (including purchases) related to the event.

**Budgets** for organization-sponsored activities must be submitted through the Student Organizations Portal four weeks before the date of the event, along with the Event Registration form. Budgets for events that are \$1,000 or over must be submitted six weeks in advance.

### Are some expenses not allowed?

Students should never incur any expense without clear confirmation that the expense is reimbursable and compliant with Harvard University financial procedures. It is the responsibility of the student to ask the vendor whether or not the business is incorporated. Students should not pay unincorporated individuals for services to the school. These payments must be paid directly from Harvard to the individual service provider according to the IRS and University tax policy. Additionally, as Harvard is tax exempt, students should not pay for sales tax. Students who do pay sales tax will not be reimbursed for this expenditure. Please see page 19 for information on allowed and disallowed expenses.

### How do I know if a vendor is incorporated?

**The only way to know if a vendor is incorporated is to ask them directly.**

Often, customer service representatives or front line employees may not even know if their employer is incorporated, so you should ask to speak with someone in Accounts Payable to get an informed answer.

### Some Common Indicators

Often, incorporated vendors will have "Inc." in their name, but this is not always the case. Vendors may also have information listed at the bottom of the website - any mention of "LLC or LLP" is an indication that the vendor is *not* incorporated. If you are ever unsure or not confident with the response you get from the vendor, ask them to fax a W9 form to the Administrative Coordinator

### **How Are Independent Contractors Paid?**

If students plan to hire an unincorporated individual to provide a service (such as photographers or DJ's), a formal review process must be completed. A worker must be classified as an independent contractor **before a contract is generated and several weeks before work begins**. Students must meet with the Student Affairs Administrator in OSA early in the planning process, as contractor approval must go through the Office of Student Affairs and the HGSE Human Resources Office, and can take up to 2 weeks before approval to hire the contractor is granted.

### **Is there a University policy on gifts?**

Gift certificates, regardless of dollar amount, are treated as taxable income to the recipient. At Harvard, gift certificates are considered extra compensation for employees and will be reflected on their Form W-2's with taxes withheld as appropriate. For nonemployees that are US citizens or permanent residents, income from gift certificates will be reflected on Form 1099 with no taxes withheld. Therefore, students who wish to give gifts of cash or gift certificates of any amount must first obtain the social security number and tax information of the gift recipient, as this person must be taxed for the gift. The same is also true for any tangible gift valued at \$75 or above. Because of these tax implications, it is strongly suggested that students purchase only tangible gifts (non-cash/gift certificates) valued at less than \$75.

### **Expenses over \$500**

Students planning an event expected to incur costs in excess of \$500 are required to meet with the Associate Director of Student Affairs at the time that event request and funding request is submitted. This requirement applies to the total cost of the event, even though students may be requesting partial funding less than \$500 from the Student Organization Fund. These are typically (but not exclusively)

complex events like conferences, graduation parties, speaker or film series that require understanding of HGSE financial procedures and requirements, timetable for planning, etc. *The Student Organization Fund Committee will not approve funding without confirmation that this financial meeting has taken place.*

### **Personal Debt**

Students are discouraged from incurring debt of \$500 or more in any form (personal credit card, check, other) due to restrictions in the University reimbursement process.

### **What if a contract is required?**

Students may not sign contracts; contracts are not valid unless signed by the Director of Student Affairs or the Associate Director of Student Affairs.

### **Expenditure Timeline**

Approved funding must be used within 30 days of event date and receipts must be submitted to the Office of Student Affairs. Funds that have been not reimbursed more than 30 days from the original event date will revert back to the Student Organization Fund or DDIF unless an extension has been granted. (Exception: refreshments approved in a single proposal for a series of regular meetings.)

### **Sales Tax Exemption**

HGSE, Student Council, and student organizations are state sales tax exempt, regardless of whether or not your group activity receives funding from the Student Organization Fund. Give all vendors the following sales tax exempt number or Form ST-5 when making any financial transactions: E-042-103-580. Use of the tax exempt number is strictly limited to expenditures or university-related business. *Student organizations will NOT be reimbursed for tax that was unnecessarily paid.* (Exceptions are restaurant, lodging, and airline taxes, which are *not* exempt and will be reimbursed.)

### **Are there additional regulations for international students?**

Non-citizens of the U.S. can only be reimbursed partially for their purchases, as federal regulations require Harvard to withhold tax from these payments. Therefore, whenever possible, it is advisable that a U.S. citizen or permanent resident make the purchases.

### **Can student organizations open bank accounts?**

Student organizations may not open bank accounts.

### **Guest Speaker Travel Expenses**

In certain instances, and with prior approval of the Director of Student Affairs, it may be appropriate for a student organization to reimburse a speaker for his or her travel expenses. If the invited speaker is a high profile figure, please read page 25 in the Event Planning section for full instructions on how to make appropriate arrangements.

Students are required to meet with the Associate Director of Student Affairs **before** discussing travel arrangements with guest speakers or agreeing to pay even a portion of travel expenses. Harvard has strict limits on the airline ticket prices it will reimburse. Coordinate travel plans with speakers early so that you have plenty of time to present your proposal and make any necessary adjustments to the program. Please see Appendix B for full instructions for handling travel, accommodations, and guest reimbursements.

It is the responsibility of the Treasurer/Event Organizer of the host student group to inform invited guests of Harvard University's travel policies outlined in Appendix B. If the traveler will be reimbursed for any expenditures, the Treasurer/Event Organizer must also supply him or her with Part Two and Part Three

(Universal Expense Form) of the Addendum. All expenditure on travel, accommodations, or reimbursements to the traveler must be within the event's budget. These budgetary guidelines must also be communicated with the traveler well in advance of her or her visit to HGSE.

### **Cash Receipts**

Event organizers may take in cash as the result of T-shirt, ticket sales, etc. It is the responsibility of the organization's Treasurer to deliver any cash to the Office of Student Affairs for deposit. (Please see the Associate Director of Student Affairs in the Office of Student Affairs to determine if a police escort is required, and if so, request escort as necessary.) This must occur within three working days after the event for which tickets were sold or, in the case of on-going sales (of T-shirts, for example), on a regular basis. The Treasurer must provide the organization's name and specify how the funds shall be credited. If the student/student organization wishes to raise money for a charity, please see page 9 for full guidelines.

### **How are invoices paid?**

Vendors should bill the university directly for supplies and services provided. Event Organizers should contact the Student Affairs Administrator in OSA to make other arrangements if vendors are reluctant to do so. Treasurers/Event Organizers must submit outstanding invoices to the Office of Student Affairs immediately upon receipt. Indicate which funding source will be used to cover your expenses. For example, if you have received funding from both DDIF and the DRCLAS to pay for an event, you must track and indicate the breakdown of funding that will cover your expenditures.

### **What if a vendor requests prepayment?**

While direct billing to the university after the event is preferred, some vendors require either prepayment or payment in full on the



date of the event. A request for prepayment (or for two checks: a deposit and payment of the balance due) must be accompanied by an official invoice from the vendor on the vendor's letterhead. The invoice must include an itemized explanation of expenses and must specify that prepayment is required. If the vendor is not incorporated\*, a tax identification number must be included. Treasurers/Event Organizers must submit outstanding invoices to the Office of Student Affairs immediately upon receipt, and specify which funding source should be used to cover the expenditure. Checks are prepared by the university's central Accounts Payable Office, not by the school.

\*See page 14 for more information on incorporated/unincorporated vendors.

**Requests for prepayments must be submitted to the Office of Student Affairs several weeks in advance of the date the check is needed. Last-minute requests could result in the cancellation of an event by the vendor. Under no circumstances should a student use personal funds to pay bands, caterers, or vendors; students who do so cannot be reimbursed for tax reasons.**

### **How do students get reimbursed for out-of-pocket expenditures?**

Once a purchase is made, submit the following paperwork to OSA **within seven days** of the purchase date:

#### **1. A Universal Expense/Reimbursement Form**

(the signed original – *not* a photocopy). The group's name is required. Be sure to include an explanation of expenses: Who, What, Where, When and Why expenses were incurred (which student group was responsible, what was the nature of the event/expenditure, etc.). Indicate which funding source will be used to cover your expenses. For example, if you have received funding from both DDIF and the DRCLAS to pay for an event, you must track and indicate the

breakdown of funding that will cover your expenditures. It is the responsibility of the organization treasurer to keep track of this information.

- **Reimbursements for mileage** must include locations traveled to and from, the number of miles, and the cost of the mileage (*Currently, the rate is \$0.55.5/mile. This rate is subject to change; confirm this rate with the Student Affairs Administrator in OSA before submitting reimbursement paperwork*). This amount includes fuel and should be added to the Universal Expense Form. No receipt is required.
- **Reimbursements for business meals** must have the number of people who attended. This is an IRS rule and an HGSE effort to control spending on meals.

**2. ORIGINAL and ITEMIZED receipts** for airfare, train fare, lodging, car rentals and **all** purchases. If you do not have an original and itemized receipt, or your receipt does not show the name of the vendor, write the name and address on the back of the receipt and complete a **Missing Receipt Affidavit (MRA)**. Submit this with proof of payment (p.o.p. can be a copy since it is accompanied by an MRA). The MRA must be original and signed.

- **Foreign Currency:** If you are submitting receipts with foreign currency you need to also submit a **currency conversion sheet** available at <http://www.oanda.com/convert/classicU>.

**3. Vendor Set-Up Form:** Before beginning the reimbursement process, you must first be entered into the Accounts Payable database. Fill out the Vendor Set-Up Request form (available in the OSA) the first time you submit your paperwork for reimbursement. Once you do this, you will not have to do so again unless you relocate or change your name. This process typically takes 48 hours to clear with the Central Finance Office.

**Submission:** Attach receipt(s), attendance sheet, Vendor Set-Up Request form (if submitting for the first time), and any necessary additional above-mentioned paperwork to the Universal Expense Form and hand them to the Staff Assistant in OSA.

**Is the reimbursement process different for international students?**

Students who are not U.S. citizens will need to provide the OSA with a copy of their Visa or Permanent Alien card the first time a reimbursement is processed for you. Non-citizens of the U.S. can only be reimbursed partially for their purchases, as federal regulations require Harvard to withhold tax from these payments.

**Reminder:** It is a good idea to make copies of all receipts, contracts and forms for your own records. It is especially critical that all expenditures over \$75 be documented with an original and official receipt in order to be reimbursed.

**All of the above-referenced paperwork is available online and in the OSA.**

**When will I get my reimbursement?**

It will take approximately 30 days for a reimbursement check to be mailed. If you have not received your reimbursement within one month of submission to the OSA, please contact OSA.

**A note on the reimbursement process**

Holyoke Center, not the Office of Student Affairs, issues checks; your responsibility is to submit the paperwork and receipts to the OSA *no later than seven days from the date of purchase.*

Students can facilitate the reimbursement process by submitting the **complete and signed**

paperwork and receipts immediately after purchase.

**How do I know if my receipt will work for reimbursement?**

Payment of student reimbursements can be delayed if the receipt is not accepted by Harvard's central Accounts Payable office.

In order for a receipt to pass central AP inspection, it must be:

- **Original.** Photocopies are not accepted.
- **Typed.** Hand-written receipts are not accepted
- **Itemized.** For example, a restaurant receipt must show each item ordered. Credit Card summary receipts are not accepted.
- **Proof of payment.** The receipt must show that the charge was paid in order to be accepted.

If your receipt does not meet all of these requirements, you must also sign and submit a Missing Receipt Affidavit, available in the OSA.

**What are some examples of approved and disapproved expenses  
for the Student Organization Fund and DDIF?**

The Student Organization Fund and DDIF have clear guidelines for allowable and disallowed expenses for funded events. If you have questions concerning the legitimacy of specific budget items, check with the following people early in your planning process and before submitting your proposal:

- Student Organization Fund Expenses: Associate Director of Student Affairs
- DDIF Expenses: Assistant Director for Multicultural and International Affairs

|   |  |
|---|--|
| <p><b><u>Examples of Generally Allowable Expenses for Student Organization Fund and DDIF</u></b></p> <ul style="list-style-type: none"> <li>• Film Rental Expenses - there are specific copyright laws that govern our institution. <b>All</b> film rentals must be done through the LTC Media Center at HGSE. With advanced notice they will be able to help you rent the film you choose. (See “Policies on Showing Videos and Films,” page 28).</li> <li>• Appropriate tips and other gratuities, up to 18%</li> <li>• Copying and Printing - groups are encouraged to find efficient ways to disseminate information or advertise activities and limit the numbers of flyers produced. See the Event Planning section for tips on advertising activities at HGSE.</li> <li>• Videotaping - provided that authorization is obtained from the speaker(s).</li> <li>• Security - when necessary for social functions, speakers, etc. Requests for security must be made with the same advanced notice as for other activities.</li> <li>• Modest travel expenses for guest speakers</li> <li>• Party Supplies - decorations, props, etc., are allowed to a reasonable limit.</li> <li>• Food/Catering<br/>Note: <b>This applies to the Student Organization Fund Only.</b> All catering must be ordered through the in-house HGSE caterer. Receptions must be open to the HGSE community.</li> </ul> | <p><b><u>Examples of Generally Disallowed Expenses: Harvard University Policy</u></b></p> <ul style="list-style-type: none"> <li>• Extraordinary transportation or accommodation expenses for speakers (no car or limousine rental, hotel phone charges, first class or overseas accommodations).</li> <li>• Gifts or prizes, including gift cards or certificates. Harvard University gift and “prize” policy follows IRS rules and is very strict. Please ensure <i>in advance</i> from the OSA that these types of expenditures are compliant and reimbursable.</li> <li>• Transportation, meals and lodging for political candidates or work on behalf of a political candidate</li> </ul> |
|   | <p><b><u>Examples of Generally Disallowed Expenses: Student Organization Fund Policy</u></b></p> <ul style="list-style-type: none"> <li>• Conference attendance, subscriptions or dues to professional organizations</li> <li>• Student travel expenses</li> <li>• Alcohol</li> <li>• Excessive food/drink requests</li> <li>• Computer equipment or software</li> <li>• Personal expenditures on behalf of one member of the organization or outside parties (e.g., gift of flowers, fruit baskets)</li> <li>• Honoraria or speaker fees. Invited speakers are not paid a fee.</li> <li>• Meals - for just for certain members of an organization, e.g., an officers meeting</li> </ul>       |
|   | <p><b><u>Disallowed Expenses: DDIF Policy</u></b></p> <ul style="list-style-type: none"> <li>• Catering, groceries, or other food expenses</li> <li>• Honoraria</li> </ul>   |

**Tab:**

**Event Planning**

## What are the steps for planning an event?

### Registering an Event

First, fill out and submit an Event Registration Form through the Student Organizations Portal ([http://sites.harvard.edu/icb/icb.do?keyword=hgse\\_student\\_organizations&pageid=icb.page342999](http://sites.harvard.edu/icb/icb.do?keyword=hgse_student_organizations&pageid=icb.page342999)). Included on this form is information about the event itself, the contact for the event and the group sponsoring the event. As part of the Event Registration Form, if funding will be requested for an event, a Funding Request must be submitted with a preliminary budget proposal for how the event will be paid for.

Event Registration forms will be electronically submitted for approval to the Associate Director of Student Affairs for Event Registration approval. Students must await event approval before moving forward in the planning process.

Once the event has been approved, receive confirmation of your funding from the appropriate representatives (Student Organization Fund, DDIF, outside awards) and rework your budget if necessary. (For information about outside sources of funding and regulations regarding fundraising, refer to the financial management section of this manual).

### Reserving Space

A student must be a member of a recognized student group in order to reserve space. Room space must be reserved through the EMS scheduling system, accessed through MyGSE or the Student Organizations Portal. Please check this calendar before planning an event to be sure that your desired event space is available. Additionally, please check the HGSE Community Events calendar to ensure that your event does not conflict with a previously scheduled event. Within the EMS room scheduling application, you should also request catering (see below for more info),

room set-up requirements (such as extra tables for catering, etc.), and any media needs.

When requesting space for an event on behalf of a Student Organization:

- Log into the Events Reservations System (<https://reservations.gse.harvard.edu/>) using your student credentials.
- Begin the reservation process as usual.
  - o For training on how to use the Events Reservation System, please visit the training page on the Event Operations website (<http://sites.gse.harvard.edu/operations/event-operations/events-reservation-system-training>)
- Enter the name of the Student Organization that is hosting the event in the “Notes to Scheduler” field.
- Submit the request as usual.

Upon submission of your request, you will receive an automatic email response. **This does not mean that your space reservation has been confirmed**, only that your request has been received. You will receive a second email, which will serve as your confirmation of either the exact space you requested, or the alternate space if your first choice could not be accommodated. Be sure to read this second email, as it may indicate that you have been assigned a space other than the one that you had requested. **Students should not advertise an event on campus until the space/date has been confirmed.**

Based on the scope of the event, you may be contacted by the Event Operations Team regarding event logistics.

After you receive a confirmation email for your event, you must submit your event to the HGSE online calendar through the event submission form:

<http://www.gse.harvard.edu/calendar/form/index.html>. From this form you will be able to

choose whether your event listing can be seen by the general public or only by internal groups. Guidelines for this determination are available on the form itself. Event information from the form are used to populate the campus monitors and the Harvard Gazette calendar.

If you anticipate that your event will be newsworthy—or if you are planning on inviting the media—please contact Jill Anderson ([jill\\_anderson@gse.harvard.edu](mailto:jill_anderson@gse.harvard.edu)) in the Communications and Marketing Office.

**\*Information Specific to Official University Wide Organizations** - In order to reserve space on the HGSE campus:

- Organizations must have HGSE students as officers;
- HGSE student(s) are required to make the reservation;
- University-wide groups cannot use HGSE facilities during non-operating hours;
- Any proposed events would need to be relevant to the HGSE community in particular;
- University-wide groups need to abide by HGSE conduct policies and room usage policies.

### **Catering**

HGSE policy requires that all events on campus be catered through the HGSE in-house caterer. Students can request catering at the same time space is requested. Within the EMS room scheduling application, indicate that you will be requesting catering. If you need to arrange catering after submitting your room request via EMS, notify the Room and Event Coordinator via [roomrequest@gse.harvard.edu](mailto:roomrequest@gse.harvard.edu) to initiate this process. If you have requested catering, you will be contacted directly by a representative from the caterer to discuss your needs.

### **Is there an exception to the catering rule for very small events?**

It is acceptable to bring food into EMS reservable non-event spaces if the value of the food & beverage for the entire event is less than \$100. If you are planning to do this option, you should indicate that in the “Notes to Scheduler” text box in the EMS scheduling system. Please note that all events being held in Eliot Lyman, Askwith Hall, Askwith Hallway, the Gutman Conference Center, or on the first floor of Gutman Library must be catered through the in-house caterer, no matter the total cost of the food. There are no exceptions to this rule

### **When will staffing charges be incurred?**

Depending on the scope of the event, staffing may be required to support the event (even if the food has been donated). Staffing is a \$32.50 hourly charge with a minimum of 4 hours. This cost must be included in the budget for events.

### **Last Minute Setup and Cleanup Needs**

Any set-up or clean-up needs that arise after submitting your room request via EMS, send a reply to the room confirmation email with any changes that need to be made.

### **When is Security needed?**

#### **HGSE Security**

Security may need to be hired if your event is held when the building would otherwise be closed. Normal operating hours for Larsen and Longfellow are:

|               |                |
|---------------|----------------|
| Monday-Friday | 7:00am-11:30pm |
| Saturday      | 8:00am-7:00pm  |
| Sunday        | 8:00am-9:00pm  |

The Gutman Library hours change depending on the time of year but can be found at: <http://gseweb.harvard.edu/library/hours/index.html>.

At the discretion of OSA and Operations, security may be required based on size and content of your event.

Security requests need to be made two weeks prior to your event.

### **HUPD Security**

The services of the Harvard University Police may be required under the following circumstances:

- When the organization is collecting cash for admissions;
- When the safety of the invited speaker or community members is suspected to be at risk;
- When an event, lecture or speaker is suspected to be controversial in nature;
- When an invited speaker is prominent or “high-profile;”
- When alcohol is served in a cash bar set-up. An open bar does not require HUPD Security.

### **Ticket Sales**

Student organizations may not charge HGSE students for attendance at any student organization-sponsored event. Exceptions will only be made in instances of selling tickets for a reception that follows a student organization-sponsored event. Organizations may charge members of the community and students from other schools to attend organization-sponsored events.

### **Registration Software**

If ticket sales for an event are required, students should consult with the Associate Director of Student Affairs to have a registration page set up through Certain Registration. Students should not set up their own registration pages through Eventbrite or any other registration system.

### **Student Travel**

Students who are planning an event or activity that involves student travel must have each participant sign a waiver form in advance of the trip. Organizations wishing to bring students onto campus must have each student fill out a waiver form. See Appendix C for the waiver form.

### **International Travel**

The assistance program for Harvard travelers abroad is called Harvard Travel Assist. The phone number is 617-998-0000, available 24/7 for emergencies and general medical and security advice. The services offered to eligible Harvard travelers include medical referrals, emergency evacuations and repatriation, as well as access to country specific safety and medical information. For more information, visit [www.traveltools.harvard.edu](http://www.traveltools.harvard.edu).

Before traveling abroad, complete these steps at <http://www.traveltools.harvard.edu/index.shtml>

- Register your itinerary in the Harvard Travel Registry. Registering is required for students traveling with any type of Harvard sponsorship, and is strongly recommended for all other travelers.
- Learn about Harvard Travel Assist and note the phone number: 1 617-998-0000
- Review country specific emergency and safety information
- Review visa requirements and get application assistance

Traveling abroad on behalf of the University can be exciting and rewarding; however safety is a key component. By registering your travel information and following the other steps above, you'll be prepared for a safe trip.

### **Accessibility**

All events sponsored by HGSE students must be physically accessible to all those who wish to attend. For special accommodations, you must contact the Assistant Director for Access and Disability Services in OSA. In addition, all publicity posters should contain wording directing anyone who will need special accommodations to contact the Assistant Director.

### **Attendance Sheets**

Event organizers are required to keep attendance sheets for ALL organization sponsored activities. These attendance sheets must be submitted to the Associate Director of Student Affairs **within two business days** of the end of the event. Failure to provide these attendance sheets may result in the revocation of space use privileges.

### **Publicity**

There are a variety of ways to publicize your event on the HGSE campus: With the exception of flyers, events will only be posted for the two weeks prior to the event and will be removed the day after the event occurs.

**Students should not advertise the event until space/date has been confirmed via the EMS Room Reservation System.** Day-of flyers, indicating that an event is currently taking place, should be created through Operations.

- **MyGSE:** All requests for publicizing your event on MyGSE should be sent to the Staff Assistant in the Office of Student Affairs.
- **Student Council Listserv:** Each year, Student Council typically utilizes an all student listserv for announcements and events. If Student Council decides to utilize this communication method, the student body will be notified.
- **Flyers:** While the preceding ways of publicizing your events will reach the largest number of students, some students may wish to utilize flyers. HGSE's regulations related to the posting of flyers are listed on page 26.
- **Tabling in Gutman:** Setting up a *table* in Gutman Library allows you to have face-to-face contact with a large number of students. Arrangements can be made through the EMS room reservation system. Limited space is available, please consult with the Event Operations Department before finalizing plans. Food and beverage is not allowed to be served at Tabling events unless purchased through the in-house caterer.

**Please note: All electronic and print publicity for an event must adhere to the use of name guidelines outlined earlier in this manual.**



## **Invitations to High Profile Speakers, Distinguished Visitors, Heads of State or Government, High American Officials, and Other Leaders**

In order to facilitate the necessary official courtesies for distinguished visitors, the Office of Student Affairs must be notified in advance and appropriate approval obtained so invitations to visit Harvard as guests of a student organization can be issued. Only after this approval has been obtained can invitations to visit Harvard as guests of a student organization be issued to heads of state or governments, past or present, to cabinet members, and/or to ambassadors of foreign nations. The University Marshal's Office, located at Wadsworth House, should also be notified and consulted about plans for distinguished visitors.

If your organization is considering inviting a prominent or famous speaker, including those who may draw a large audience, a government official or head of state, or anyone whose views may draw attention or controversy, please contact the Office of Student Affairs to discuss your plans. The Harvard community honors freedom of speech and expression of all kinds of opinions. There are no political restrictions preventing faculty members, administrators and student leaders from inviting foreign and American visitors to speak or visit Harvard.

In light of this open policy, coordination of invitations and visits to Harvard is essential. This will help avoid significant conflicts such as multiple invitations sent to one person from different areas of the University; the possible appearance of two major international leaders from the same part of the world on the same day; invitations extended without thought to security, travel, housing and other associated costs; and invitations being given to individuals during Commencement week who might overshadow the main Commencement speaker or Honorary Degree recipients.

In order to avoid conflicts, guidelines developed by the Marshal's Office are required to be followed. These guidelines can be found at [www.marshal.harvard.edu/](http://www.marshal.harvard.edu/).

### **What steps must be taken if a student organization decides to invite someone prominent?**

First, contact the HGSE Office of Student Affairs and meet with either the Director of Student Affairs or the Associate Director of Student Affairs, to get preliminary approval. Second, contact the Marshal's Office, giving the name and date of the proposed invitation. Once the Marshal's Office has determined there is no conflict with other Harvard invitations, you can then send your invitation. You are required to send a copy of the invitation letter to the Marshal's Office and the Office of Student Affairs. Remember, if the invitation is to a head of state or similar person, the letter must go out from the President of Harvard. In this case, the Marshal's Office will give you specific guidelines for a draft letter, which then will be forwarded by the Office of the President for review and signature.

Other considerations for high profile speakers include:

- Securing a venue that is large enough for an expected audience;
- Arranging transportation from the airport. High profile speakers will expect to be picked up and for transportation arranged far in advance.
- All book sales, merchandise sales, signings, media access, etc. must be approved, in advance, by the Office of Student Affairs.
- All costs associated with the event are paid for by the hosting organization. Do not invite a high profile speaker without sufficient funds to pay for travel and hosting fees.

## **Free Speech**

Harvard University fully subscribes to the principles of free speech. An excerpt from the Faculty of Arts and Sciences statement of free speech, adopted in 1990 follows:

“Free speech is uniquely important to the University because we are community committed to reason and rational discourse. Free interchange of ideas is vital for our primary function of discovering and disseminating ideas through research, teaching, and learning. Curtailment of free speech undercuts the intellectual freedom that defines our purpose. It also deprives some individuals of the right to express unpopular views and others the right to listen to unpopular views.”

If a student organization is hosting an event where principles of free speech may be compromised, please contact the Office of Student Affairs to ensure that this value is upheld. Also contact either the Director of Student Affairs or the Associate Director of Student Affairs, with any concerns and/or to seek assistance with controversial speakers or programs. The Office of Student Affairs is also available to moderate events that could be controversial.

## **HGSE Bulletin Board and Flyer Policy**

**Dated Notices:** Mark all notices with date of event or the date of posting. Notices should be removed the day after an event or three weeks after the date of posting (for non-events). Posters of recurring events should be marked with the posting date and will remain up for one month, regardless of the date of the last event listed.

**Appropriateness:** Place notices on the appropriate bulletin boards. Do not place a notice on a labeled board controlled by a specific office/department without permission of that office. Students may post notices to the bulletin boards in Larsen Hall outside of the elevators on each floor and in the entryway to Gutman Library with approval from the Office of Student Affairs. Bulletin boards are also available on the third floor of Gutman Library.

Limit your posting to one copy only on any given board.

All flyers should be posted on bulletin boards only. Please do not post notices on painted surfaces, in elevators or stairwells, or on the front doors or sidelights of the Longfellow or Larsen doors. Notices should not be posted on the doors of Gutman Library.

**Thumbtacks Only:** Use only thumbtacks, or pushpins, not staples, on bulletin boards.

**Recycling:** Recycling boxes for out-of-date notices are available throughout HGSE.

**Note:** It is against City of Cambridge ordinances to put posters on utility poles.

## Serving Alcohol at HGSE

Because HGSE is concerned about the welfare of the members of our community, a licensed server and liquor liability insurance are required if you plan to serve alcohol. Both can be arranged through the in-house caterer when you arrange your next event. Consult the HGSE *Student Handbook* for a comprehensive statement of HGSE's alcohol policies. The following guidelines must be observed when serving alcohol at a function at HGSE:

1. Persons wishing to be served alcoholic beverages by HGSE or its agents must demonstrate proof of minimum drinking age by showing a valid ID. The minimum drinking age in Massachusetts is 21.
2. Persons who have been designated to serve alcohol will not serve or provide alcoholic beverages to anyone who appears intoxicated.
3. Any student who knowingly makes a false statement about his/her age, who shows a fake ID, or who makes alcohol legally obtained from the school or its agents available to an underage person is subject to serious disciplinary actions, including probation or withdrawal from HGSE.
- 4. A licensed bartender must be present and per-head liquor liability insurance must be purchased through the bartender or caterer.**
5. Food must always be available when alcohol is served.
6. A license must be obtained from the City of Cambridge whenever admission is charged or alcohol is sold and police security present when alcohol is served in a cash bar set-up. An open bar does not require HUPD security. For more information visit:  
<http://www.ci.cambridge.ma.us/~license/permitsandlicenses/>

Each organization is responsible for making all the above arrangements. As stated previously, the Office of Student Affairs must be notified when alcohol will be served.

### **Policies on Showing Videos and Films**

By law, all motion pictures, pre-recorded videocassettes and DVDs are subject to copyright laws. No films can be rented or purchased from a video store and shown to a group on HGSE property without the proper license, even if no admission is charged. Such showings are considered public performances and are governed by the U.S. Copyright Act, which grants the owner of the copyright exclusive rights to the film or video. It is illegal to show films or videos without the proper license. Student organizations considering the screening of a video or film must obtain permission to do so from copyright owners. This should be initiated at least three weeks prior to the planned screening. A sample letter requesting permission may be obtained at the IT Front Office. Students are urged to consult with HGSE IT early in their planning process. Media personnel can be helpful with distributor contact information, however students will need to place the order for film and video rentals directly with the distributor. Students should *never* order a film unless the rental fees are either in hand or, if support has been requested from a HGSE funding source, officially approved for reimbursement. It is suggested that organization members meet with Media staff at least three weeks in advance of an intended film showing.

All video requests should be for closed captioned videos.

Violation of the copyright law is a federal crime and is subject to substantial fines and/or a jail term. Harvard University will *not* defend or be responsible for fines imposed on an individual or individuals who violate the law.

**Please Note: Any films that will be shown for educational purposes are not subject to the above copyright laws.**

## Special Exemption Policy: Donated and Discounted Food

### Donated Food

In special cases, donated food is permitted to be served at student events on campus under the following conditions:

- Any food donations must be approved by the Office of Student Affairs, in consultation with the Department of Operations, two weeks prior to the event.
- Food may only be brought in if prepared by a commercial kitchen and accompanied by a certificate of insurance or catering permit.
- The use of open flame, sterno or hot plates is never permitted to warm food unless the event is staffed by Operations.
- Depending on the scope of the event, staffing may be required to support the event. Staffing is a \$32.50 hourly charge with a minimum of 4 hours.
- In order to maintain the consistency of events across campus and properly protect HGSE facilities, paper tablecloths may need to be purchased for food tables at \$4 per cloth.

Alcohol is never permitted to be served without a bartender present.

The student organizer is responsible for entire clean up and disposal of all food, beverage and paper products at the conclusion of the event. Otherwise a clean-up fee of \$30 will be assessed.

### Discounted Food

Students seeking to purchase food from an outside caterer that is offered at a fee *significantly below* the market rate must first speak with the Associate Director of Student Affairs who will consult with the Director of Events - Operations. The Associate Director of Student Affairs will inform the student whether the special request is approved.

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**Appendix**

## Dean's Diversity Innovation Fund Funding Proposal Guidelines

Recognizing that students have ideas for programs or activities that would enhance HGSE's attention to diversity, the Dean's Office established the Diversity Innovation Fund (DDIF) to support, with small grants, student-initiated ideas that broaden the conversation at HGSE and allow for more varied perspectives, experiences, and forums for exchange. This fund is available to students through a short proposal process.

### Application Process:

Proposals can be submitted to the Office of Student Affairs, Gutman 118, in care of the Diversity and Inclusion Council, at any time during business hours. There are four submission deadlines each academic year. The deadlines for the 2015-2016 Dean's Diversity Innovation Fund are October 7, November 4, February 3, and March 2. Please allow up to three weeks to receive a response to a proposal. Accordingly, the scheduling of your event should take our timeline into consideration.

### Proposals should be no longer than three typewritten pages, and must include the following:

- A completed DDIF cover sheet (available on MyGSE and in the Office of Student Affairs)
- Detailed description of proposed program/activity, including: proposed date, time, and location and expected attendance. All proposals must include a line item budget
- Listing of individuals responsible for planning and implementation, highlighting relevant expertise and prior experience – if appropriate
- Statement of purpose describing how and why this activity will broaden the conversation around diversity at HGSE

### Program Guidelines:

1. Events must be widely publicized and open to the entire HGSE community. If space for an event is limited, at least half of the seats must be available to members of the HGSE community.
2. Within two weeks of the conclusion of the event, sponsoring groups must submit a formal report to the Office of Student Affairs outlining how the event met the goals outlined in the Statement of Purpose. All outstanding receipts and reimbursement requests must be submitted with the final report.
3. Activities must be student-initiated and have an educational component. Events that are primarily social in nature will not be funded.
4. In the spirit of the Fund's key emphasis on innovative programming and activities, priority will be given in the funding of *new* initiatives.
5. Events must not have scheduling conflicts with other school-wide HGSE-sponsored events.
6. Dean's Diversity Innovation Fund grants may not be used for honoraria. However, they can be used for travel costs for speakers.
7. Dean's Diversity Innovation Fund grants may not be used for groceries, catering, or other food expenses.
8. The average award ranges between \$300 and \$800. No award will be granted in excess of \$2000.00.
9. Once granted an award, event leaders and organizers must attend a student training session on HGSE Fiscal and Event Planning before initiating the planning process.
10. All funded activities must conclude no later than April 30th. Receipts for reimbursements and financial requests must also be turned in to the Office of Student Affairs by this date, with accompanying paperwork.

**HARVARD GRADUATE SCHOOL OF EDUCATION**  
**TRAVEL POLICY AND PROCEDURES**  
**PART ONE: STUDENT ORGANIZATION GUIDELINES**

**Travel Policy**

In certain instances, and with prior approval of the Director of Student Affairs, it may be appropriate for a student organization to reimburse a speaker for his or her travel expenses. Student groups are required to meet with the Associate Director of Student Affairs **before** discussing travel arrangements with guest speakers or agreeing to pay even a portion of travel expenses. Harvard has strict limits on the airline tickets prices it will reimburse. Coordinate travel plans with speakers early so that you have plenty of time to present your proposal and make any necessary adjustments to the program.

It is the responsibility of the Treasurer of the host student group to inform invited guests of Harvard University's travel policies outlined in this addendum. If the traveler will be reimbursed for any expenditures, the Treasurer must also supply him or her with Part Two and Part Three (Universal Expense Form) of this Addendum. All expenditure on travel, accommodations, or reimbursements to the traveler must be within the student organization's budget. These budgetary guidelines must also be communicated with the traveler well in advance of her or her visit to HGSE.

**Submission of Paperwork**

The following must be submitted within seven days of completion of the travel: (1) *Universal Expense Form* signed by the person being reimbursed; (2) the name and date of the event; (3) the name, legal address, and social security number of traveler; (3) the mailing address to which the check should be sent; (4) original receipts for lodging, meals, all purchased transportation expenses of \$75 or more (including air, train, and bus fares, taxis and car rental charges), and other expenses of \$75 or more. Credit card payment forms and travel agency invoices are not acceptable receipts for transportation, lodging, or car rental. *For air and train fare, the actual ticket stub is required.* It is the responsibility of the Treasurer to collect all paperwork from the traveler and follow-up on any missing or incorrect information. After accounting for this expenditure from the student organization's budget, the Treasurer should then submit this paperwork to the Student Affairs Administrator in the Office of Student Affairs.

**Travel**

There are two options for booking travel plans (including both air and train fare).

1. We prefer students to direct bill flights and train fare to Harvard University to reduce out of pocket expense and to take advantage of reduced rates. The Treasurer of the host student group should call the BCD (Harvard Travel Center) at (617) 496-8000, Monday-Friday, 9:00 a.m.-6:00 p.m. to make the reservation on behalf of the invited guest\*.

\*The Treasurer **must** contact the Student Affairs Administrator in the Office of Student Affairs at least three days in advance of this transaction to ensure the completion of the ticketing. Once the travel plans have been booked, the student must immediately notify the Administrator as payment must be processed through the OSA *on the same business day* for the itinerary to be confirmed. Time sensitivity in booking travel requires that a web voucher be submitted for payment and confirmed by the Finance Office, or the travel itinerary will not be held. The Treasurer must then confirm the itinerary with BCD after receiving approval from the Finance Office.



2. The traveler may book a flight through his or her preferred travel agency and be reimbursed after the program. Please refer to the enclosed Travel Expense Reimbursement Guidelines. This expenditure must be within the budget of the host student organization. Travelers are expected to use the most economical mode of transportation that is consistent with the purpose of the trip.

*\*Please note:* Once travel fare is booked and paid for, changes cannot be made to the itinerary. Should the traveler have an urgent need to change the travel itinerary, all associated fees must be paid for by the traveler.

### **Accommodations**

The Treasurer of the host student group is responsible for making hotel reservations for invited guests. Harvard will cover hotel room and tax; all other charges are the responsibility of the traveler. Students may select from one of the below hotels with which Harvard has a preferred vendor relationship and established direct billing. When making the reservation, the student must inform the hotel that the reservation is to be billed directly to Harvard Graduate School of Education to the Office of Student Affairs account, Alex Galindo's name and email address: [osa@gse.harvard.edu](mailto:osa@gse.harvard.edu). The Treasurer should then notify Alex Galindo in the Office of Student Affairs that the invoice will be forthcoming, and how it should be paid.

- The Sheraton Commander Hotel  
16 Garden Street  
Cambridge, MA 02138  
Telephone: (617) 547-4800  
Website: [www.sheraton.com/commander](http://www.sheraton.com/commander)
- Harvard Square Hotel  
110 Mount Auburn Street  
Cambridge, MA 02138  
Telephone: (617) 864-5200  
Website: [www.harvardsquarehotel.com](http://www.harvardsquarehotel.com)
- Inn at Harvard  
1201 Massachusetts Avenue  
Cambridge, MA 02138  
Telephone: 617-491-2222  
Website: [www.theinnatharvard.com/](http://www.theinnatharvard.com/)

**HARVARD GRADUATE SCHOOL OF EDUCATION**  
**PART TWO: TRAVEL EXPENSE REIMBURSEMENT GUIDELINES FOR**  
**SPEAKERS AND INVITED GUESTS**

***THIS SHEET IS FOR YOUR INFORMATION--PLEASE KEEP IT AS A REFERENCE***

The following information outlines Harvard University policies and requirements for processing reimbursements. By following these instructions, your reimbursement will be expedited. Please keep these guidelines in mind as your receipts and other documents are prepared. Our standard procedure is to reimburse you, not your organization, for eligible travel expenses. It is extremely important that you submit all **original** receipts as soon as the travel has been completed.

**Airline Travel:** *Harvard University will pay **coach fare only** for airline travel. There are two methods for which your travel can be arranged:*

1. Your travel can be arranged by the host student organizations, and tickets will be billed directly to the University. You will receive an email confirmation with your itinerary that you should bring to the airport.
2. You may make your own travel arrangements through your preferred travel agency, you will be reimbursed **after the visit**. For internet bookings, make sure to submit the e-receipt for reimbursement (not the page confirming your ticket or the itinerary).

**Train/Bus:** Harvard will reimburse coach fare for train and bus travel. The original, canceled ticket stub or passenger receipt must be submitted for reimbursement.

**Car/Cabs:** Mileage is reimbursed at \$0.55 per mile. Tolls, parking fees, taxi and airport shuttle fares will be reimbursed if receipts are submitted. We will **not** reimburse valet parking or a car rental fee.

**Hotel:** Harvard will arrange to bill your hotel room and tax directly to the University. You are responsible for all other hotel charges.

**Meals:** Depending on the budget of the host student group, it may be possible for some meals to be reimbursed. This information should be clearly communicated to you by the Treasurer of the host student group in advance of your trip. Meals will be reimbursed with an itemized credit card receipt or itemized cash register receipt (restaurant tear tabs are not acceptable).

**Harvard and/or the Office of Student Affairs does not reimburse:**

- Hotel phone charges, laundry services, non-event related alcoholic beverages, or entertainment
- Fees associated with itinerary changes after travel has been booked
- Travel and/or living expenses for guests of the traveler
- Luggage or personal possessions lost during travel
- Automobile rental (without prior approval) or limousine service
- Local state sales tax

**Massachusetts Tax Law:**

Due to Massachusetts Withholding Tax Law, Harvard University is required to withhold 5.3% income tax regardless of whether the payment is made to an individual or an entity. The tax applies when payment from one or more Harvard University departments totals more than \$5,000.00 during the calendar year. For answers to general questions, visit [http://vpf-web.harvard.edu/ofs/tax\\_services/emp\\_perf\\_with.shtml](http://vpf-web.harvard.edu/ofs/tax_services/emp_perf_with.shtml).

**Submission of receipts**

A signed and dated *Universal Expense Form*, enclosed as Part Three, and all original receipts must be submitted to the Treasurer of the host student organization.

**\*\*\*Please Note: All original receipts and requests for reimbursement must be submitted no later than 7 days from date expense was incurred.**

## Student Trip Participant Agreement

THIS IS A RELEASE OF LEGAL RIGHTS –  
**READ AND UNDERSTAND BEFORE SIGNING**

Name of Participating Student: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

“Harvard” refers to President and Fellows of Harvard College (including its constituent schools and departments) and its officers, directors, faculty, staff, representatives, employees and agents. “Trip” is understood to include all activities at destinations, and all travel to and from such destinations.

Student hereby acknowledges that participation in the Trip is voluntary and is not a requirement for graduation from Harvard. In doing so, Student is fully aware of and understands the risks inherent in such a trip – risks generated by the fact of travel, or the destination and activities in question. Further, Student recognizes and accepts the element of uncertainty which necessarily surrounds travel in general.

Harvard assumes no responsibility for accidents, illnesses, or disabilities incurred by Student during the Trip, or for conditions he/she will experience in during the Trip. Further, Student understands that Harvard can make no representations about the accuracy of information supplied by others who are not agents or representatives of Harvard and over whom Harvard has no control. Harvard also assumes no responsibility for personal effects, either in transit or at final destinations.

Student agrees to abide by such other regulations or instructions which the leaders of the Trip may decide are necessary during the Trip for Student’s safety or comfort. Student also agrees to comply with Harvard’s policies, standards and instructions for student behavior and agrees that Harvard has the right to enforce its standards of conduct with respect to Student’s actions while participating in the Trip.

Student confirms that he/she carries valid and current medical insurance and has a valid insurance identity card to bring. Student has determined that this insurance is adequate to cover injuries or illnesses that Student may sustain while participating in the Trip. Student hereby authorizes Harvard to provide emergency medical treatment, in the event of accident or illness during the Trip that may require such emergency medical care. Student further agrees to hold harmless and indemnify Harvard for any and all actions taken by Harvard to provide necessary emergency medical care to Student during the Trip.

Knowing the risks described above, Student agrees, on behalf of his/her family, heirs and personal representative(s), to assume all the risks and responsibilities involved in his or her participation in the Trip. To the maximum extent permitted by law, Student releases, holds harmless and agrees to indemnify Harvard, and its officers, directors, faculty, staff, representatives, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which Student may suffer, or for which Student may be liable to any other person, related to Student's participation in the Trip (including periods in transit to or from Student's destination), resulting from any cause, including but not limited to ordinary or gross negligence.

I certify that I am age 18 or older. I have carefully read and freely signed this Student Trip Participation Agreement. I understand and agree that no oral or written representations can or will alter the contents of this document. I agree that this agreement shall be governed by the laws of the Commonwealth of Massachusetts (excluding its conflict of laws principles), which shall be the forum for any lawsuits filed under or incident to this agreement or the Trip.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student Participant Name (print) \_\_\_\_\_

Emergency contact information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If Student is under age 18, the parent and/or legal guardian must sign below:

I, the undersigned parent and/or legal guardian of the Student listed above (the "Student"), do hereby consent to his or her participation in the Trip. I, as the parent of the Student and on behalf of the Student, release, hold harmless and agree to indemnify Harvard, and its officers, directors, faculty, staff, representatives, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I or the Student may suffer, or for which the Student may be liable to any other person, related to the Student's participation in the Trip (including periods in transit to or from the Student's destination), resulting from any cause, including but not limited to ordinary or gross negligence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_



# UNIVERSAL EXPENSE FORM

APPENDIX D1

Note: Receipts must be received by the TRO within 60 days of the date expense incurred.

### EMPLOYEE TYPE OR AFFILIATION

- Harvard Employee
- Affiliate/Harvard Student/Casual/Stipend- Complete Non-Employee Section
- Invited Guest/Visitor – Complete Non-Employee Section

### PAYMENT TYPE (CHECK ALL THAT APPLY)

- Out of Pocket
- GE Capital Corporate Card
- Reimbursement Method**
- Direct Deposit
- Paper Check

Date:

|                                      |  |   |
|--------------------------------------|--|---|
| Harvard ID#: <b>1234 5678</b>        | Reimbursee or Cardholder Name: <b>Joanna Harvard</b> | Web Voucher/PO#:  |
| Non-Employees Complete This Section. | Social Sec/Tax ID#: <b>876-54-3210</b>               | US Citizen or Permanent Resident: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Permanent Residents - Resident Alien Card # _____<br>If you are not a US Citizen or Permanent Resident, provide:<br>Visa Type: _____ Country of Tax Residency: _____ |

**BUSINESS PURPOSE** (Detailed reason for expenditure. For travel or entertainment, include person and/or organization visited and location. Also include expense date range. List additional business purposes on page 2.)

Date(s) of expense(s)

| #  | Date    | Description  |
|----|---------|--|
| #1 | 2/12/08 | Planning Dinner for Soccer Tournament organizers at Bombay Club: 7 people. |
| #2 | 5/30/08 | Soccer Tournament on May 5, 2008 with 27 participants.                     |
| #3 |         |  |
| #4 |         | Events hosted by the HGSE International Soccer Club                        |
| #5 |         | SGA funding: approved for \$250. HU Athletics funding: approved for \$450. |

### SUMMARY OF EXPENSES (Room for additional expenses is available on page 2)

| Business Purpose#                          | Description (date, detail, etc...)                      | Air/Rail Travel | Ground Trans. | Lodging | Business Meals | Other    | Total     |
|--|---|-----------------|---------------|---------|----------------|----------|-----------|
| 1  | Dinner meeting for 7 people (SGA)                       |                 |               |         | \$208.18       |          | \$208.18  |
| 2  | Medals & trophies for tournament winner. (HU Athletics) |                 |               |         |                | \$393.45 | \$393.45  |
| <b>SAMPLE</b>                              |   |                 |               |         |                |          |           |
| Subtotals from page 2, if applicable:      |   |                 |               |         |                |          | \$601.63  |
| LESS ADVANCES                              |   |                 |               |         |                |          | \$        |
| <b>EXPENSE REPORT TOTAL:</b>               |   |                 |               |         |                |          | \$ 601.63 |
| <b>TOTAL AMOUNT OF RECEIPTS UNDER \$75</b> |   |                 |               |         |                |          | \$        |

REIMBURSEE: I certify that these are all legitimate Harvard University business expenses. By signing this form you agree that no unallowable costs, including undocumented expenses under \$75 are being charged to federal grants

SIGNATURE: Joanna Harvard

Date: 6/1/08

Reimbursee Permanent Legal Address:

Reimbursee Check Mailing Address, if different than Legal:

83 Brattle Street, Cambridge, MA 02138

Preparer: Melissa Duphily  
(PRINT)

Phone: 384-7491

Approver: \_\_\_\_\_

(SIGNATURE)

# SAMPLE Invoice

APPENDIX D2



## Awards Unlimited

The GOLD Standard in the Awards Industry  
 77 Broadway St, Somerville MA 02145  
 Ph: (617) 625-0100 Fax (617) 666-2611  
[awardsunlimited@comcast.net](mailto:awardsunlimited@comcast.net)

**INVOICE NO. 60470**

DATE: May 30, 2009

Sales Person: Sean

To: HARVARD U.

ISH 559-555-3055

| Quantity | Description             | Unit Price | Total             |
|----------|-------------------------|------------|-------------------|
| 3        | CRB SOCCER 2F           | \$ 8.15    | \$24.45           |
| 17       | PD 275 SOCCER / CRIMSON | \$ 7.00    | \$ 119.00         |
|          |                         |            | <del>143.45</del> |
| 1        | F1 11/FB OPEN CUP       | \$250.00   | \$ 250.00         |
|          |                         |            |                   |
|          | (EXEMPT # ON FILE)      |            | \$ 393.45         |

*Thank You*

**HARVARD UNIVERSITY  
MISSING RECEIPT AFFIDAVIT**

**APPENDIX D3**

Please read the Missing Receipt Affidavit requirements on the back of this form. Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

**Airline Ticket Receipts**

Attached is a copy or fax of the airline ticket receipt (last page of the ticket stub).  
 - OR - I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following:  
 A copy of the GE Corporate Mastercard statement  
 A copy of the itinerary invoice and form of payment (i.e., credit card statement, cancelled check)

**Hotel Folio**

Attached is a copy or fax of the hotel folio.  
 - OR - I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information:

| Dates         | Hotel/City | Daily Rate* | Total |
|---------------|------------|-------------|-------|
| <b>SAMPLE</b> |            |             |       |
| _____         | _____      | _____       | _____ |
| _____         | _____      | _____       | _____ |

\*Daily rate excluding taxes and service charges.

**Car Rental Agreement**

Attached is a copy or fax of the car rental agreement.  
 - OR - I certify that I have contacted the rental car agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:

| Dates | Rental Company | Car Class* | # of Days | Total |
|-------|----------------|------------|-----------|-------|
| _____ | _____          | _____      | _____     | _____ |
| _____ | _____          | _____      | _____     | _____ |

\*C=Compact, M=Mid-size, F=Full-size

**Meals (list each meal separately)**

| Date  | B, L, D* | Restaurant/City | # of People | Total |
|-------|----------|-----------------|-------------|-------|
| _____ | _____    | _____           | _____       | _____ |
| _____ | _____    | _____           | _____       | _____ |

\*B=Breakfast, L=Lunch, D=Dinner (Note: if more than 1 person, please include business purpose on Expense Report or PCard Settlement System.)

**Miscellaneous**

Attached is a copy of the PCard statement.

| Date  | Description (in detail) | Total |
|-------|-------------------------|-------|
| _____ | _____                   | _____ |
| _____ | _____                   | _____ |
| _____ | _____                   | _____ |

I, the undersigned, certify (a) that each expense described above, reported on expense report number \_\_\_\_\_ or PCard transaction number \_\_\_\_\_, dated \_\_\_\_\_ was lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Harvard University or any other organization for reimbursement or tax purposes.

Signature of Payee/Cardholder \_\_\_\_\_ Date \_\_\_\_\_  
REQUIRED

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
REQUIRED

**SAMPLE Receipts**

APPENDIX D4

**Itemized Receipt**  
Required for Reimbursement

BOMBAY CLUB  
Dining Room  
57 JFK Street  
Cambridge, MA 02138  
(617) 661-8100

412 Dhana T

---

Tbl 34/1      Chk 1354      Gst 7  
Feb12'08 05:35PM

---

|                   |                 |
|-------------------|-----------------|
| 1 *VEG SAMOSAS    | 3.25            |
| 2 CHIC T MASALA   | 28.50           |
| 1 LAMB R.JOSH     | 16.50           |
| 1 SEEKH KEBAB AVD | 14.25           |
| 2 PALAK PANEER    | 26.50           |
| 1 LEMON RICE      | 11.00           |
| 1 SHRIMP TINKA    | 11.00           |
| 1 TAND CHIX       | 15.50           |
| 1 BREAD BASKET    | 8.75            |
| <del>1 COKE</del> | <del>2.25</del> |
| 6 LASSI MANGO     | 19.50           |
| 1 GINGER ALE      | 2.25            |
| 5 *MASALA TEA     | 10.00           |
| 18 %<br>Gratuity  | 30.47           |
| <br>Food Total    | <br>135.25      |
| Beverage Ttl      | 34.00           |
| Tax               | 8.46            |
| Service Chgs      | 30.47           |
| 06:43PM Total Due | <b>208.18</b>   |

**Credit Card Summary**  
Not acceptable for reimbursement  
unless accompanied by an itemized  
receipt (as shown at left) or a signed  
Missing Receipt Affidavit.

BOMBAY CLUB  
Dining Room  
57 JFK Street  
Cambridge, MA 02138  
(617) 661-8100

Date: Feb12'08 06:44PM  
Card Type: VISA  
Acct #: XXXXXXXXXXXX4775  
Exp Date: XX/XX  
Auth Code: 06312A  
Check: 1354  
Table: 34/1  
Server: 412 Dhana T

Subtotal:            **208.18**

TIP \_\_\_\_\_

TOTAL 208.18

Gratuity is Included for Parties  
of 5 or more.

SIGNATURE \_\_\_\_\_

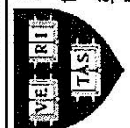
THIS IS CUSTOMERS COPY

THANK YOU!!  
PLEASE PAY YOUR SERVER!

Gratuity is Included for Parties  
of 5 or more.



NOTE: ALL SECTIONS MUST BE COMPLETED IN ORDER TO CREATE/CHANGE VENDORS ON A TIMELY BASIS



**HARVARD UNIVERSITY**

fax completed form to: 617-496-3196 or email to:  
 ap\_vendorhotline@harvard.edu  
 Inter-Office mail : 1033 Massachusetts Avenue, 2nd Floor

**VENDOR SET UP REQUEST**

Vendor # \_\_\_\_\_  
 for office use only

Vendor/Payee legal name: \_\_\_\_\_

Trade name ("DBA"): \_\_\_\_\_

Vendor payment terms are 30 Days Net unless a discount is offered: Discount of \_\_\_\_\_ % if paid in \_\_\_\_\_ days. (immediate terms for individuals)

**Supplier Type (check one only):**

- Vendor  Harvard Employee Reimb.
- Individual Employee's HUID: \_\_\_\_\_
- Refund Does the employee have direct deposit?  
 Yes  No

**Federal Tax ID/EIN**

(vendors, organizations)  
 \_\_\_\_\_

**Legal Entity (check one only):**

- Individual - US citizen or US permanent resident ("green card")
- Individual -Not a US citizen or US permanent resident ("foreign national")\*
- US - Sole Proprietorship
- US - Partnership / LLC
- US Corporation (includes 501(C) 3 non-profit, US College/University)
- US Government Agency

**Accounts Receivable**

Contact Information:  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**Payee's Mailing Address:**

Line 1: \_\_\_\_\_  
 Line 2: \_\_\_\_\_  
 Line 3: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**Payee's Permanent/Tax Reporting Address:**

Line 1: \_\_\_\_\_  
 Line 2: \_\_\_\_\_  
 Line 3: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**Non-US:**  Corporation  Partnership  Govt. Agency

**Business Classification (please check all that apply):**

- Small Business  Attorney or Legal Firm
- Woman Owned Business  Physician or Medical/Health Provider
- Minority Owned Business (if minority owned, please check one):  
 Black American  Subcontinent Asian American  
 Native American  Hispanic  
 Asian-Pacific American

**Requester: Name: Melissa Dumphily**

TUB: 255 ORG: 20780 HUID: 50688038

Title: Administrative Coordinator Date: \_\_\_\_\_

Phone: 384-7491 E-Mail Address: dumphilme@gse.harvard.edu

**Authorized by: Name: Kevin Boehm**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: Student Activities Coordinator Phone: 384-7490

NOTE: The Requester and Authorizer cannot be the same person. Authorizer: I certify that I have reviewed this request, have found it in compliance with Harvard policies and policies of other sponsoring agencies funding the activities involved, and hereby authorize the request.

\*The vendor set up process for non-US individuals requires the completion and submission of the Foreign National Information Form. Foreign National Information Form (FNIF)