



COESA 2017 – 2018 Budget Policies

****This information applies to the 2017 - 18 year only. The budget is subject to change each year and is based on funding availability.***

Mission

The mission of the College of Education Student Association (COESA) shall be to serve and represent students enrolled in the Morgridge College of Education (MCE). We strive to promote:

- Collegial and social relationships with faculty, peers, and experts in the field;
- Professional, intellectual, and social interaction between students, faculty, staff, and administration in the College of Education;
- Effective communication within the College of Education between students, faculty, staff, and administration;
- Student participation at national education conferences;
- Community within MCE and the greater University of Denver

Financial Transparency for 2017-2018

COESA receives its funding from the DU Graduate Student Association (GSA). Each quarter, COESA receives a dollar amount depending on student enrollment at MCE for that quarter. The amount COESA receives for funding will vary from quarter to quarter. The amount available for student conference reimbursement will also vary from quarter to quarter depending on student enrollment, so COESA is unable to guarantee funding for reimbursement requests. COESA does not receive its funding for Summer quarter until after Fall quarter begins, so reimbursements for Summer quarter will not be processed until Fall quarter.

Student Conference Reimbursement

General Information

- Reimbursements for conferences are subject to funding and are not guaranteed. Submitting a reimbursement request form does not guarantee that you will receive the amount that you requested. Please see the table below for the amounts that you are eligible to be reimbursed for:

Conference Attendance Type	Amount
Presenter at an in-state conference	Up to \$300
Presenter at an out-of-state conference	Up to \$500
Non-presenter	Up to \$150



- Students are only eligible to receive up to \$1,000 total from COESA in reimbursement for conference funding for the 17-18 fiscal year for COESA which occurs from June 11th 2017 to June 7th, 2018. Any student that submits a request after they have already received \$1,000 in total from COESA for conference funding will be denied.
- All reimbursements must contain original receipts. No photographs or scans of receipts will be accepted.
- If you split the cost of your travel (i.e. Hotel room) with another student(s), submit the following items as proof:
 - Venmo receipt with a description of the shared travel item. For example you can write: "This is for a room share for _____ (name of conference).
 - If you paid cash or check: Include an email from you to the person you shared a room with describing the payment transaction, and their reply confirming the transaction. Do NOT submit copies of personal checks.
- Students must be a current student during the time of the conference to request funding reimbursement. All requests made for events that take place after the requesting student has graduated, withdrawn, or was dismissed from MCE will be denied.

Student Conference Reimbursement Deadlines Calendar

- Reimbursement requests deadlines will follow the calendar below.
- To determine your request deadline, find your conference date in the table below. Your request must be submitted within 60 days after the conference date **or** by the reimbursement request deadline, whichever comes first. Requests submitted after 60 days or after the reimbursement request deadline, whichever comes first for your conference, will not be processed. If you need assistance determining the deadline for your specific request, please email COESA.Treasurer@du.edu.
- Students will not be reimbursed for summer conferences until the following Fall Quarter.
- Summer 2018 conference reimbursement requests are subject to the 18-19 COESA Executive Board's budget policies.
- Once COESA has used its funds for that quarter it is unable to process additional conference reimbursement requests for that quarter. Requests from the previous quarter will not be held for reimbursement in subsequent quarters.

Academic Quarter	Conference Date	Reimbursement Request Deadline	Reimbursement Received
Summer and Fall Quarters 2017	June 11, 2017- October 31, 2017	November 7 th , 2017	By end of Winter Quarter 2018
Winter Quarter 2018	November 1, 2017 – February 28, 2018	March 7 th , 2018	By end of Spring Quarter 2018
Spring Quarter 2018	March 1, 2018 – May 30 th , 2018	June 7 th , 2018	By end of Summer Quarter 2018



Eligible Reimbursement Expenses

Reimbursement for conferences and travel **DO** include:

- Conference Registration
- Hotel Room
- Travel (flight, train, bus, taxi, Uber/Lyft, rental car, fuel)

Reimbursement for conferences and travel **DO NOT** include:

- Association Memberships
- Additional conference events beyond general registration (i.e. special dinners, luncheons)
- Conference Parties
- Conference Dinners
- Meal and food expenses
- Alcohol
- Sales Tax

Reimbursement Priorities

COESA will approve reimbursement amounts based on the following reimbursement priorities. This list is subject to change based on board discretion and is subject to available funding.

- Reimbursement requests for presenters will be prioritized over non-presenters.
- Reimbursement requests for in-state conferences will be prioritized over out-of-state conferences.
- Reimbursement requests for students that have not received funding in the 16-17 or 17-18 academic year will be prioritized over students that have received funding in the 16-17 or 17-18 academic year.
- Reimbursement requests for students that collaborated with a faculty member or other students at MCE or DU will be prioritized over students that did not collaborate.
- Reimbursement requests for students that collaborated across departments in MCE or DU will be prioritized over students that did not collaborate across departments in MCE or DU.
- Reimbursement requests for conferences that directly connect to the student's area of scholarship will be prioritized over requests that do not directly connect to the student's area of scholarship.
- COESA will also consider the quality of the student's personal statement when approving reimbursement requests.

Application Instructions

1. To apply for MCE Student Organization Reimbursements from COESA:
 1. Download the “**COESA Reimbursement Request Form**” from the COESA Portfolio Site (du.edu/COESA). Requests using an older version of the COESA reimbursement form will not be accepted.



2. Print form, complete all required fields, and sign the form.
3. Submit original receipts with the form.
4. Requests submitted via email will not be accepted. Submit your request in person to the COESA mailbox located in the second floor galley/workroom of Ruffatto Hall or mail it to:

Attn: Jennie Stevens, COESA Treasurer
University of Denver, Morgridge College of Education
Katherine A. Ruffatto Hall, Room 201A
(located in second floor workroom/galley)
1999 E. Evans Avenue
Denver, CO 80208

MCE Student Organization Reimbursements

General Information

- Each student organization of an MCE academic program is eligible to receive up to **\$500 per fiscal year** in reimbursements for appropriate program expenses. The 17-18 fiscal year for COESA occurs from June 11th to June 7th, 2018. Academic programs that have multiple student organizations are eligible to receive up to the equivalent of \$500 ÷ the total number of student organizations within that academic program per fiscal year. If you have questions regarding the specific amount your organization is eligible to receive please email COESA.Treasurer@du.edu.
- Reimbursement requests for the 17-18 academic year are accepted for events that occur from June 11, 2017 to June 7th, 2018. Reimbursement requests need to be submitted within 60 days after the occurrence of the event. Requests received after the 60 days will not be approved. Events occurring after June 7th, 2018 are subject to the 18-19 COESA Executive Board's budget policies.
- All reimbursements must contain original receipts. No photographs or scans of receipts will be accepted.
- Students must be a current student during the time of the event to request funding reimbursement. All requests made for events that take place after the requesting student has graduated, withdrawn, or was dismissed from MCE will be denied.

Additional Funding

- Student organizations that wish to request additional funds beyond the \$500 per year have the opportunity to submit an application to COESA for additional funds, and present their request at a COESA board meeting.
- Requests for additional funds need to occur prior to the event. Reimbursement requests that exceed the allotted \$500 per year that did not receive pre-approval will not be approved. Submitting an application and presenting to COESA for additional funds does not guarantee that the application will be approved, and all additional funding requests are subject to funding availability. For more information on the process to apply for additional funds, please email COESA.Treasurer@du.edu.



Reimbursement for MCE program events **DO** include:

- Food expenses
- Educational materials
- Supplies for events

Reimbursement for MCE program events **DO NOT** include:

- Alcohol
- Sales tax

Application Instructions

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 2. Print form, complete all required fields, and sign the form.
 3. Submit original receipts with the form.
 4. Requests submitted via email will not be accepted. Submit your request in person to the COESA mailbox located in the second floor galley/workroom of Ruffatto Hall or mail it to:

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