



SOFAC Allowed Expenses

- Equipment Purchases
- Organization Association/Membership Fees
- Transportation Expenses
- Lodging
- Contracted Fees (Entertainer, Speaker, DJ Services, etc.)
- Conference Registration Fees
- Club League/Tournament Fees
- Facility Reservation Fees
- Advertising/Marketing (Promotional Items, Flyers, Giveaways etc.)
- Clothing/Uniforms
- Decorations/Supplies to create decorations
- Food & Drinks (Non-Alcoholic)
- Public Recruitment/Social Events

SOFAC Not Allowed Expenses

- Donations, gifts, awards, and scholarships
- Academic paper/presentations at conferences
- Association membership dues for individuals
- Equipment which would be considered a weapon or used for weaponry purposes
- Advisor/Coach/Trainer/Labor Expenses
- Expenses to attend a career fair or interview for employment
- Fundraisers/Philanthropy Events/Items for sales purposes
- Private Events (Retreats, Formals, etc.)
- Speaker/Entertainer Fees outside of contract/invoice
- Furniture
- Printing outside of Printing Services

SOFAC: Organization Funding Standards

The following Funding Standard shall be utilized by SOFAC when reviewing budget proposals, direct payments, reimbursement requests by approved student organizations.

Expense	Amount Allowed
Equipment	Max \$1,000 per fiscal year
Annual Association/Membership Fees (Organization fees only; individual fees shall be paid by individual members)	Max \$250 per fiscal year
Lodging	\$60 per student, per night
Contracted Fees	\$500 per request, per performer
Conference Registration Fees	Max \$350 per person
Club League/Tournament Fees	Max \$1000 per group
Facility Reservation Fees	\$1000 per event
Advertising/Marketing/Promotional Items /Giveaways	Max \$500 per fiscal year
Clothing/Uniforms	Max \$500 per fiscal year
Decorations/Supplies for Decorations	Max \$250 per event
Food & Drink (Non-alcoholic)	Max \$250 per event
Transportation	
Airline Tickets	\$500 per person, per event
Vehicle Rental (Up to 6 passengers)	\$60 per day, per vehicle
Vehicle Rental (7-11 passengers)	\$75 per day, per vehicle
Vehicle Rental (12+ passengers)	\$100 per day, per vehicle
Bus Rental	\$1,500 per event
Train/Bus	\$100 per person, per event
Parking	\$10 per day, per vehicle
Taxi/Shuttle/Ride Share Service	\$75 per event
Gas (Rental Vehicles Only)	\$300 per event
Mileage (Personal Vehicles Only)	Based on university mileage reimbursement policy