



SOFAC Allowed Expenses

- Equipment Purchases
- Organization Association/Membership Fees
- Individual membership fees reviewed on a case-by-case basis
- Insurance related to national organizations and events
- Transportation Expenses (Vehicle rentals through Enterprise/the university only)
- Lodging
- Contracted Fees or fees related to lodging and travel (Entertainer, Speaker, DJ Services, etc.)
- Conference Registration Fees
- Club League/Tournament Fees
- Facility Reservation Fees
- Advertising/Marketing (Promotional Items, Flyers, etc.)
- Clothing/Uniforms
- Decorations/Supplies to create decorations
- Food & Drinks (Non-Alcoholic)
- Public Recruitment/Social Events
- Private events (reviewed case by case)

SOFAC Not Allowed Expenses

- Donations, gifts, awards, scholarships, and prizes
- Academic paper/presentations at conferences
- Association membership dues for individuals
- Equipment which would be considered a weapon or used for weaponry purposes
- Electronics and their accessories
- Advisor/Coach/Trainer/Labor Expenses
- Expenses to attend a career fair or interview for employment
- Fundraisers/Philanthropy Events/Items for sales purposes
- 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, and reimbursement requests by approved student organizations.

Expense	Amount Allowed
Equipment	Max \$1000 per fiscal year
Annual Association/Membership/Insurance Fees	Max \$1000 per fiscal year
Lodging	\$75 per student, per night
Contracted Fees	\$500 per request, per performer
Conference Registration Fees	Max \$600 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 \$800 per fiscal year
Decorations/Supplies for Decorations	Max \$500 per event
Food & Drink (Non-alcoholic)	Max \$500 per event
Private Events	Max \$650 per fiscal year
Transportation	
Airline Tickets	\$600 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
Parking	\$25 per day, per vehicle
Taxi/Shuttle/Ride Share Service	\$100 per event
Gas (Rental Vehicles Only)	\$300 per event
Mileage (Personal Vehicles Only)	Based on university mileage reimbursement policy