UTSA LeaderFund Quick Fact Sheet

What is it?

LeaderFund is a reimbursement process, through Student Government Association on RowdyLink, AFTER the leadership event has occurred. Each academic school year Registered Student Organizations can request up to $750.

Registered Student Organizations **MUST:**

- Have an On-Campus account with Student Activities.
- Submit the application within 30 days after the event has occurred.
- Have original receipts for all requested refunds.
- Any event on campus must be open to all UTSA students.
- Receipts must be in before August 15th to meet the end of the fiscal year.

What LeaderFund **DOES cover?**

- Plane tickets and car rentals
- Hotel rooms
- Registration Fees
- On-Campus advertisement for events

What LeaderFund **DOES NOT cover?**

- Food and beverage
- Gas and fuel (unless attached to a rental car)
- Off-campus advertising
- Fundraising

How to apply:

- Go to RowdyLink > Student Government Association > Forms > LeaderFund
  - You Must Have:
    - Organizational Representative we can contact (Phone/Email)
    - Have an on-campus account number through Student Activities
    - The name of the event, date, and location
    - Amount being requested and breakdown of those costs
    - Word document summary of the event
    - Letter of support from advisor for event
    - Have original receipts
Q & A

○ The application is submitted, now what?
  ○ You should be receiving an email from the SGA Treasurer soon, informing you of the status. If the application is approved the deposit will be made within two-three weeks.

○ What are considered original receipts?
  ○ If items are purchased in person, the physical receipts given to you at purchase.
  ○ If items are purchased online, an invoice showing actual payment (not screenshot of bank accounts).
  ○ If staying at a hotel, request a Folio.
  ○ If buying plane tickets, make sure it shows payment (not just confirmation of flight).

○ What is considered a leadership event?
  ○ Events held on campus for the student population to gain a skill
  ○ Conventions for your national organization

○ What is an on-campus account?
  ○ It is a registered cost center through Student Activities
  ○ It is NOT a frost bank account.

○ How to request funds from account?
  ○ Go to RowdyLink > Student Activities > Forms > (Request Form)

For more information please contact the SGA Treasurer Colton McDaniel at Colton.McDaniel1SGA@gmail.com