What is SAF?
The Student Activities Fund is composed of annual financial support from the College of Engineering as well as funding from external sponsors/donors. It is a reimbursement fund facilitated by the Saskatoon Engineering Students’ Society (SESS), and is available to students and student groups.

Who Can Apply for SAF?
All students in the College of Engineering are eligible to apply for this fund assuming they fall under one of the following categories:

**Category 1: Discipline-Specific Activities and Representation:**
For events and activities that represent the college at provincial, national or international conferences, competitions or meetings that are specific to one discipline. e.g. ASAE Quarter-Scale Tractor, Concrete Toboggan, IEEE Illumination, etc.

**Category 2: Club Funding and Representation:**
For events and activities that represent the college at provincial, national or international conferences, competitions or meetings that are not discipline specific. Clubs are interdisciplinary groups where prior experience is needed to attend conferences/events. e.g. Formula SAE, USST, etc.

**Category 3: College-Wide Activities and Representation:**
Students represent the entire College of Engineering at meetings, conferences or competitions not specific to one discipline. e.g. Engineers Without Borders, Sci-Fi, CFES Congress, CEC, etc.

**Category 4: Executive Representation:**
Intended to support students who hold executive positions in provincial, national or international engineering student organisations not specific to one discipline. Includes Engineers Without Borders and CFES, etc.

**Category 5: Major Events:**
Students organise and host major events at University of Saskatchewan such as WEC, CFES Congress, CEC etc.

How Do I Apply?
The Saskatoon Engineering Student Society will facilitate two rounds of funding, one per term. To apply, fill in the SAF application and submit it to the SESS Vice Present of Finance by the application deadline. Applications will be reviewed, and the funds will be allocated by the Board of Directors, and then approved by the Associate Dean Academic. Student will then have to submit their receipts and fill in the supplied invoice to start receiving their reimbursements.
**When Can I Apply?**

Round 1 Funding (~ 3/4 of funds) will have applications open from the beginning of October till mid-October.

Round 2 Funding (All remaining funds) will have applications open from the beginning of February till mid-February.

Once allocated funds, the recipient must produce receipts and invoice with accurate totals two (2) weeks after their activity occurs, and before the invoice deadline.

**IMPORTANT**

Students cannot be reimbursed for the same expenses more than once. Expenses that are submitted for reimbursement cannot be expenses that have already been reimbursed or will potentially be reimbursed by any other student award type funding.

**Procedure**

**September/January:**

1) The VP Finance of the SESS will email the student body calling for applications. Applications will be made available through email and in the SESS office. When the application deadline has been reached, the VP Finance of the SESS shall compile all of the applications into two files:

   a. a spreadsheet that contains the following columns: Applicant, Event, Category, Budgeted Cost, Amount Requested, and Amount Approved

   b. a pdf that contains each application on a separate page

2) If the total amount requested is greater than the amount available the SESS Executive shall make a proposed reduction of approved funding that will be voted on by the SESS Board of Directors.

3) At the Board of Directors meeting all individuals and groups requesting funding shall be invited to speak to their application, provide budget information, and explain why they feel they need the funds.

4) Once the SESS Board of Directors has approved the allocated funds the updated two files shall be submitted to the Deans Office for a final approval.

5) After the final spread is approved the SESS VP Finance shall contact each of the student groups or individuals that have be approved for funding.

6) In order for student groups or individuals to receive their funding they have to supply the following to the SESS VP Finance:

   a. an invoice for the approved funds, signed by the group treasurer or president. Invoices should list each receipt attached with a short description of what was purchased and the total receipt amount (e.g. DigiKey - materials & supplies - $54.00). A listing of each item on the attached receipts is not required as the receipts will provide that info.
b. copies of receipts greater than or equal to the amount requested. Note that receipt copies must be legible and should be itemized, indicating what was purchased, date of purchase and total payment made.

   i. if the funds are for travel then all individuals must fill out an Authority to Travel Form found on the University website; this form must be filled out prior to travel.
   ii. Flight itineraries submitted for reimbursement must show the full itinerary as proof that actual travel matches that indicated on the application.

7) The SESS VP Finance does a check to make sure all invoices are filled out correctly before handing them off to the Deans Office.

8) The Deans Office submits cheque requisitions to Payment Services for payment of the invoices. Payment Services processes the payments and mails the cheque to the SESS office.