



# SAFAC Documentation Policy

All SAFAC budget submissions require supplementary documentation that shows pricing and additional information where applicable. **Documentation must clearly and accurately reflect the prices requested.**

## Types of Documentation

In general, there are three types of documentation that are submitted along with SAFAC budget requests:

- *Price Tags* – Documents that show a sticker price for items in physical or online store are Price Tags.
- *Quotes/Invoices* – These are generated by vendors for a specific good or service for an organization.
- *Mileage Map* – When traveling, a mileage map shows the distance in miles from the University of Miami to the final destination. This can be a printout of an online mapping application such as Google Maps.

## Regular Budget Requests

Below is a list of items funded according to SAFAC guidelines and the types of documentation they typically require.

Guideline Category	Documentation
Coaches/Instructors	Quote/Invoice
Computers	Quote/Invoice
Costumes/Props	Price Tag
Decorations	Price Tag
Dues	Quote/Invoice
Eng/Tech/Electric	Price Tag
Entertainment	Quote/Invoice
Equipment	Price Tag
Production	Quote/Invoice
Off-Campus Facilities*	Quote/Invoice
Office Supplies	Price Tag
Security**	Quote/Invoice
T-shirts	None
Uniforms	Quote/Invoice
Protective Equipment (COVID)	Price Tag

*\*Additionally requires a full schedule of intended usage dates for the facility*

*\*\*Additionally requires a W9 and contract*

## Travel Budget Requests

All travel requests require backup documentation demonstrating the purpose of the travel request. Additionally, all travel requests require a daily schedule and itinerary.

Travel Category	Documentation
Ticketed Transportation	None
Mileage	Mileage Map
Rental Cars	Mileage Map*
Registration Fees	Price Tag
Hotels/Lodging	None

*\*Additionally requires a map showing the distance from final destination to nearest airport*

For questions regarding documentation, please contact your SAFAC liaison or email [safac@miami.edu](mailto:safac@miami.edu).