



# THE SAFAC *2025/2026* HANDBOOK

The ultimate guide for Student Organization  
Treasurers to request SAFAC funds



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# INTRODUCTION

Welcome, Treasurer!

We are so excited to be working with you. The SAFAC team has developed the following handbook to help you best leverage SAFAC resources and successfully manage your organization's finances. Please note this document is **not** a substitute for the official SAFAC Guidelines, but rather a step-by-step guide for both new and seasoned Treasurers to gain a better understanding of SAFAC-related processes.

Feel free to read this handbook in its entirety or refer just to individual sections.

Best of luck!

**Parth Agarwal**  
SAFAC Chair, 2025-2026

## WHAT IS SAFAC?

The Student Activity Fee, paid by every full-time undergraduate student, is directed towards enhancing student life at the University of Miami by providing financial support to student organization's programming, travel, and other initiatives.

The **Student Activity Fee Allocation Committee (SAFAC)** is an undergraduate body tasked with the allocation of the Student Activity Fee to all COSO-registered organizations.



To access SAFAC funds, treasurers must pitch their organization's budget to SAFAC. In turn, SAFAC will decide, based on a set of predefined guidelines, the most equitable and fair distribution of funds.

# GUIDELINE OVERVIEW

SAFAC operates under a series of guidelines, which define the scope and limitations for funding. Every year, if necessary, we update our policy to incorporate feedback from the community.

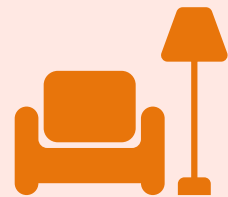
The following is a summary of what you will find in the guidelines.

## NOT FUNDED



In the final page of the guidelines, you will find a **non-comprehensive** list of items that SAFAC **does not fund**. Some of these are **personal items, taxes, and insurance**. Make sure you don't include any of these items in your budget!

## CAPITAL ITEMS



Requested items which SAFAC considers may last **3+ years** in good condition (i.e., chair) receive the **'Capital Item'** designation, and **may not** be re-request until 3 years after ordering them. SAFAC will only fund capital items for orgs. with **on-campus office space**.

## EVENT COUNT



An event hosted by an organization with SAFAC resources must be **free and open** to all University of Miami students. Each organization can host or attend **up to 10 events** per year, and every **travel budget** counts as one event. Moreover, each **\$1,000** spent on **off-campus venue rentals** counts as one event.



# GUIDELINE OVERVIEW

## ACTIVE MEMBERSHIP



An organization's **active membership** is defined by the number of people registered on its Engage profile. This number is used for funding the **Food** and **T-Shirts** categories. For requests based on a per-person rate (such as **activities materials, costumes/props, uniforms**, etc.) SAFAC will fund only a certain percentage of active members. This number varies between different types of organizations.

### Non-FCS Organizations

SAFAC will fund **20% of active members**, up to **12** people max. SAFAC will fund a min. of **4** people, if requested.

### FCS Non-Field Competitive

i.e., Golf, Sailing

**N+2** players will be funded, where N = # of players competing at one time.

### FCS Field Competitive

i.e., Basketball, Hockey

**N** = # of players on the field. For teams with **N < 10**, SAFAC will fund **N+2** players. For teams with **N ≥ 10**, **N+4** players are funded.

### FCS Non Competitive

i.e., Scuba

SAFAC and the FCS Council determine the **N** number prior to submission of early budgets.

**FCS:** Federation Club Sports

# GUIDELINE OVERVIEW

## FUNDING CATEGORIES



The SAFAC Committee classifies every item requested into an existing **Funding Category, based on an organization's Guiding Principles**. Each category has a specific **cap** (the maximum amount that one organization can request per year for items in said category). It is up to SAFAC's discretion to decide on the classification of items. Some of the most popular categories include **T-Shirts, Food, Decorations, Equipment, Entertainment**, etc.

Activities Materials	\$2,500	Costumes, Props, Sets	\$2,500
Engineering/ Technical/ Electronics	\$6,000	Food	\$10 per member, up to 150 members
Protective Equipment	\$750	T-Shirts	\$10 per member, up to \$1,050
Coaches/Instructors	\$750	Decoration	\$1,000
Entertainment/ Speaker Fees	\$5,000	Marketing & Promotional	\$1,000
Production	\$30,000	Venue Rentals	\$10,000
Computers	\$3,000	Dues	\$3,000
Equipment	\$750	Office Supplies	\$200
Safety and Security	\$10,000	Uniforms	Fund N members

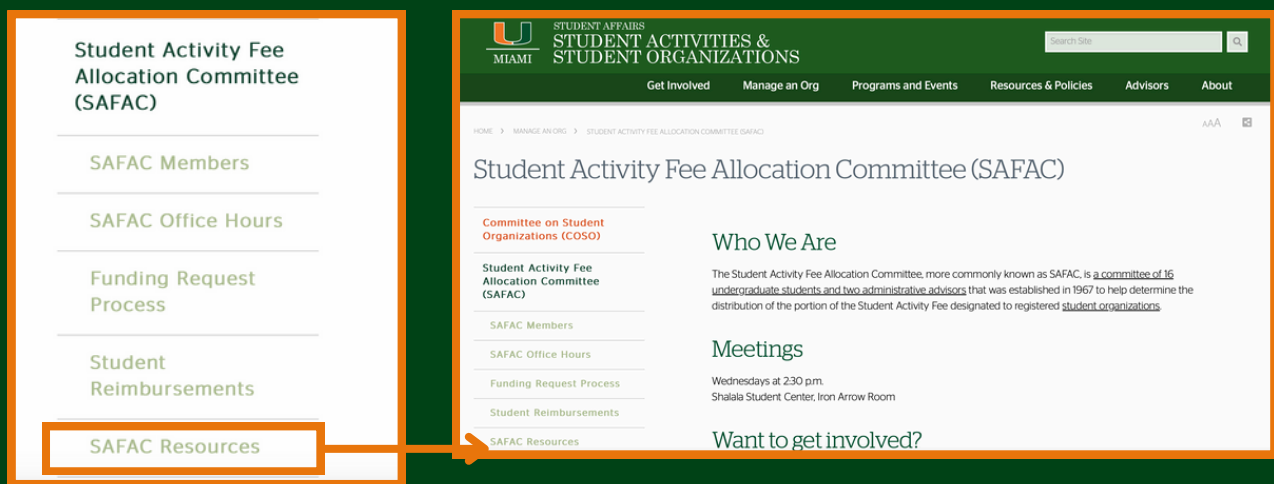
# ACCESSING THE GUIDELINES

To access the SAFAC Guidelines, follow these steps:

1. Go to the SAFAC website



2. On the leftmost panel, click on the 'SAFAC Resources' tab



3. Click on the guideline document corresponding to the year you require. If you are creating a **regular** or **travel** budget, refer to the guidelines for the **current academic year**. If you are creating an **early regular** or **early travel** budget, refer to the **next academic year's** guidelines. For documentation policy, scroll to **SAFAC Documentation Policy**.

## Guidelines

Guidelines are used to outline what items organizations can and cannot request from SAFAC. While Guidelines do not serve as an exhaustive list of items that can be requested, all requests must follow the limits outlined in the Guidelines.

Guidelines are determined by the Committee in January for the following academic year, and are always available on the SAFAC website. SAFAC reserves the right to add or clarify guidelines throughout the year, make exceptions, and/or deny funding when necessary.

- [2024-2025 SAFAC Guidelines](#)
- [2024-2025 Guideline Revisions](#)
- [2025-2026 SAFAC Guidelines](#)
- [2025-2026 Guideline Revisions](#)

## Policies and Procedures

The SAFAC Documentation Policy provides guidelines for appropriate documentation that should be submitted along with budget requests. Please refer to this policy when preparing your budget request.

[SAFAC DOCUMENTATION POLICY](#)

# TYPES OF BUDGETS

There are three types of budgets:

**Regular**

**Travel**

**Early**

## REGULAR BUDGET

- Each organization may submit up to **two** regular budgets, at any point of the current academic year. These are used for normal organization programming and events.
- Documentation for all line items is required, except for **T-Shirts** and **Food** requests.
- A regular budget may be **fast-tracked** or **presented** to committee, at SAFAC's discretion.

### FAST-TRACK

- The budget is presented by the delegate who submitted the intake form, on behalf of the organization.
- Usually for short, simple budgets.
- Give the delegate sufficient information to accurately present to Committee.

### PRESENTATION

- The treasurer or president must come to Committee and give a 5-minute explanation of the requested items.
- Usually for lengthier budget's whose content is more complex and requires the organization's particular knowledge.

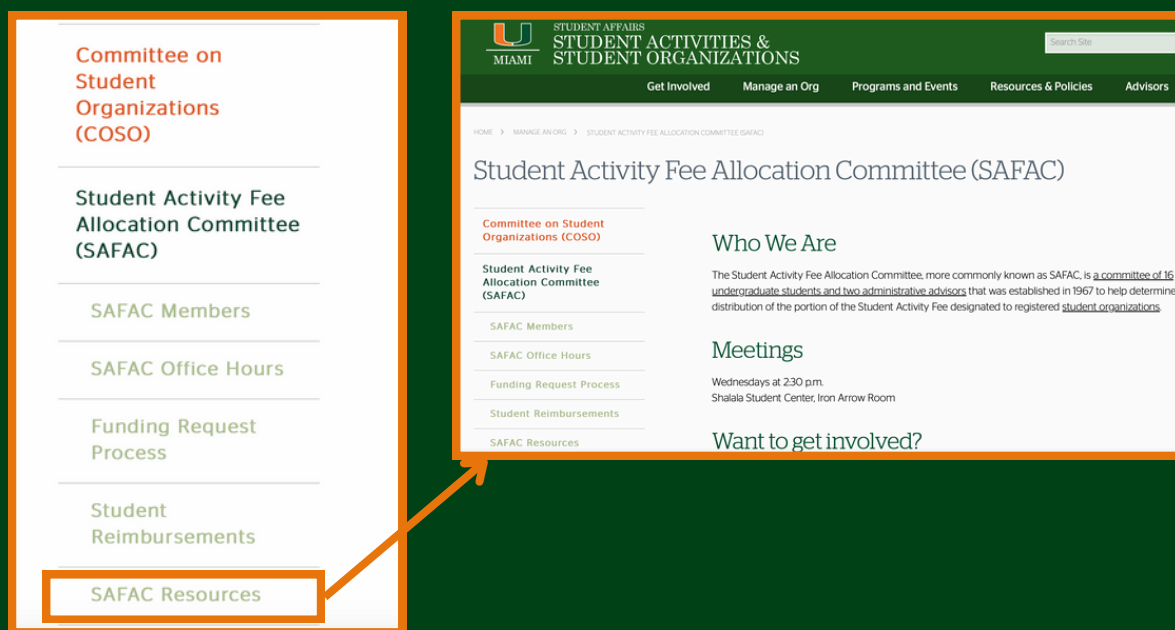
# BUILDING A REGULAR BUDGET

Follow these steps to build a regular budget.

1. Go to the SAFAC website



2. On the leftmost panel, click on the 'SAFAC Resources' tab



3. Download the **2025-2026 regular budget template** as a **.xlsx file**. Use **desktop Excel** to fill out your budget. Do **not** use Google Sheets, Numbers, or online Excel.

☐ Fast Track  
\*for SAFAC liaison use only

Version: 1.0

Organization Name			
Workday Program ID Number		Engage Membership	
Organization President	Name	Phone Number	Email Address
Organization Treasurer			
Organization Advisor			

Please enter the number of members registered to your organization's Engage portal.

# BUILDING A REGULAR BUDGET

4. On the **Cover** page, enter your **organization's name** from the dropdown. If you represent a recently created organization, your name may not yet be in the dropdown. If that is the case, manually type it in. **Do not copy and paste** from past budgets.



**SAFAC Budget Request Form**  
**2025-2026**

☐ Fast Track \*for SAFAC liaison use only Version: 1.0


Organization Name	Student	
Workday Program ID Number	Student Activity Fee Allocation Committee (SAFAC)	
	Student Ambassadors for Vaccine Equity	
	Student Association of Pharmacy	Address
Organization President	Student Athlete Advisory Committee	
Organization Treasurer	Student Government	
Organization Advisor	Afghan Education Student Outreach Project	
	American Medical Student Association	
	Argentinian Student Association	
Total Amount Requested	Chinese Student and Scholar Association	
\$0.00	Committee On Student Organizations (COSO)	
	Developer Student Club	
	Engineering Student Council	

5. Your **Workday Program ID Number** should automatically pop-up upon entering your organization's name. If not, don't do anything – we will add it for you.

Workday Program ID Number

PG000000

6. Enter your **Engage Membership**. To find this information, go to your organization's profile on Engage and click on '**Manage Organization**.'



**Student Activity Fee Allocation Committee (SAFAC)**

Member Since May 2022

The Student Activity Fee Allocation Committee, more commonly known as SAFAC, was established in 1967 to help determine the distribution of the portion of the Student Activity Fee designated to registered student organizations. The committee derives its authority from the University of Miami Board of Trustees through the President of the University and the Vice President for Student Affairs.

[Manage Organization](#)

[Contact](#)

# BUILDING A REGULAR BUDGET

7. On the left side of the screen, find the number listed next to **'Total Membership.'** Copy this number on your budget's cover.

Student Activity Fee Allocation Committee (SAFAC)  
Primary Contact: Domenica Nunez Del Arco Abad

Total Memberships: **10**

Help us improve this page  
What other information would help you manage your organization?

Upcoming Organization Events  
0 Upcoming Events  
No Events

Engage Membership **10**

8. Enter the contact information for your organization's **President, Treasurer, and Advisor.** Make sure that there are no typos and the information is accurate to your most recent e-board.

	Name	Phone Number	Email Address
Organization President	John Doe	305-123-4567	jdoe1@miami.edu
Organization Treasurer	Jane Doe	305-123-4567	jdoe2@miami.edu
Organization Advisor	John Doe Jr.	305-123-4567	jdoe3@miami.edu

9. Go to the **Regular 1** or **Regular 2** tab, depending on whether this is your first or second budget submission. If you are building a Regular Early budget, go to the **Early Budget** tab.

Instructions Cover **Early Budget** Regular 1 Regular 2

10. Enter your organization's Guiding Principles at the top of the screen. These are found in your organization's organization's constitution found under **Documents** in your Engage profile

Roster  
Events  
News  
Gallery  
**Documents**  
Forms  
Elections

**Constitution of  
Student Activity Fee Allocation Committee  
at the University of Miami**

Updated: April 5, 2024

**Article I. Name**  
This organization shall be named Student Activity Fee Allocation Committee at the University of Miami. Student Activity Fee Allocation Committee may also be referred to as SAFAC.

**Article II. Statement of Purpose**  
**Section 1. Guiding Principles**  
The purpose of SAFAC is to determine the annual distribution of the portion of the Student Activity Fee designated to student organizations registered to the Committee on Student Organizations.



# BUILDING A REGULAR BUDGET

11. Fill out the budget with the items that you wish to request. On the **Event Name/Purpose** column, briefly specify the event name for which you need your line item, or the overall reason for the request. You should not be putting guideline categories, but rather the true purpose or event name of the item. Remember that SAFAC funds up to **10 events** per year.

Item #	Event Name/ Purpose	Requested Item	Number of Items	Price Per Item	Amount Requested
1	General Body Meeting	Pencil Set	1	\$4.79	\$4.79
2	Training Equipment	Tennis Ball Set	2	\$15.99	\$31.98
3	Tabling	Tablecloth 2 Pack	1	\$17.09	\$17.09
4	Fashion Show	Disco lights	1	\$17.99	\$17.99
5	Dance Performance	Pink jackets	12	\$29.99	\$359.88
6	Festival	Custom stickers Roll	1	\$4.99	\$4.99
7	Office Supplies	Legal pad 12 pack	1	\$13.27	\$13.27

This is an fake budget, used just for exemplary purposes.

12. Provide a description of the item under **Requested Item**. SAFAC examines budgets from top to bottom. Therefore, list the items in your budget in order of importance.

***DO NOT COPY AND PASTE FROM PREVIOUS BUDGETS***					
Item #	Event Name/ Purpose	Requested Item	Number of Items	Price Per Item	Amount Requested
1	General Body Meeting	Pencil Set	1	\$4.79	\$4.79
2	Training Equipment	Tennis Ball Set	2	\$15.99	\$31.98
3	Tabling	Tablecloth 2 Pack	1	\$17.09	\$17.09
4	Fashion Show	Disco lights	1	\$17.99	\$17.99
5	Dance Performance	Pink jackets	12	\$29.99	\$359.88
6	Festival	Custom stickers Roll	1	\$4.99	\$4.99
7	Office Supplies	Legal pad 12 pack	1	\$13.27	\$13.27

13. Write the unit number under **Number of Items**. If you are buying an item sold in a set (like in Line 7), consider each set an individual unit, and write the number of such sets being purchased.

***DO NOT COPY AND PASTE FROM PREVIOUS BUDGETS***					
Item #	Event Name/ Purpose	Requested Item	Number of Items	Price Per Item	Amount Requested
1	General Body Meeting	Pencil Set	1	\$4.79	\$4.79
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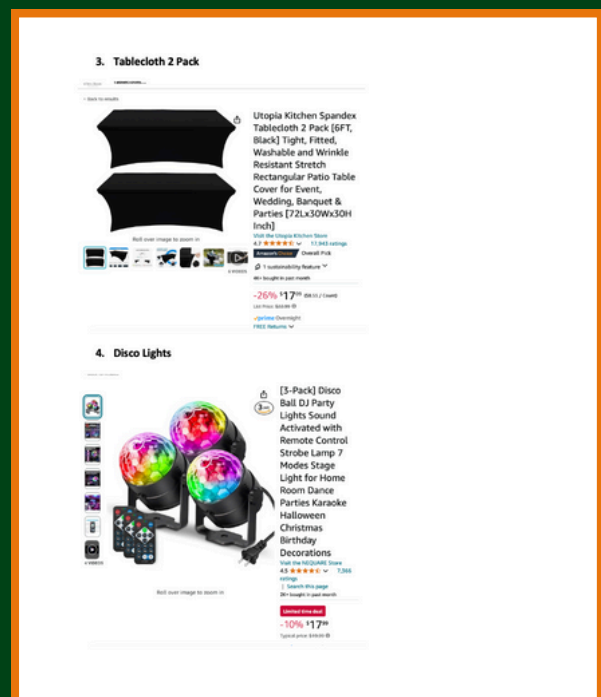
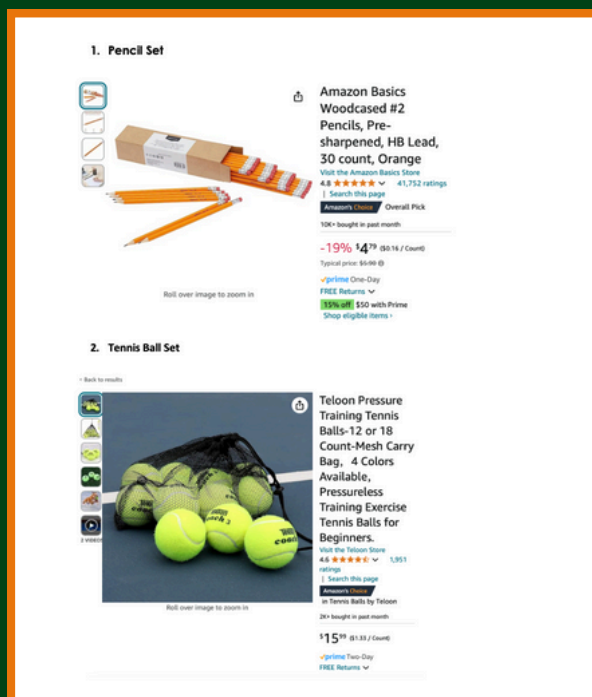
# BUILDING A REGULAR BUDGET

14. Write the exact per-unit price under **Price per Item**. The **Amount Requested** column will automatically multiply the product of **Price per Item** and **Number of Items**. Always select the lowest available market price – that is, if the item is currently discounted, choose the discount price. Moreover, ensure the price is exactly the same, to the cent, as that shown in your documentation. **Do not round**.

\*\*\*DO NOT COPY AND PASTE FROM PREVIOUS BUDGETS\*\*\*

Item #	Event Name/ Purpose	Requested Item	Number of Items	Price Per Item	Amount Requested
1	General Body Meeting	Pencil Set	1	\$4.79	\$4.79
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6	Festival	Custom stickers Roll	1	\$4.99	\$4.99
7	Office Supplies	Legal pad 12 pack	1	\$13.27	\$13.27

15. Keep a separate Word document with your **supporting documentation** for each line item. Ensure that your documentation is labeled the same and follows the same order as the budget. Save it as a **PDF Document**.



Refer to the **Documentation** section of this handbook for more information on valid documentation policy.

# TYPES OF BUDGETS

There are three types of budgets:

Regular

Travel

Early

## TRAVEL BUDGET

- Travel Budgets are used to request funds specifically for the purpose of **travel** (i.e., convention, conference, competition, etc.)
- These requests are reviewed on a rolling weekly basis and require **no presentation** on behalf of the organization.
- Every travel counts as **one event**. Every organization has the right to request, at most, **10 SAFAC-funded events** per year.
- Travel is only funded if the destination is **50+ miles away from the Coral Gables campus**; this includes mileage fees, if a car is being driven, or plane tickets.
- Travel for the purpose of networking is not funded.
- **FCS Organizations**: SAFAC will cover only registration fees, but no transportation nor accommodations.

### TRAVEL FAQ



- **What is funded in a travel budget?**

SAFAC may fund hotel stay, transportation costs, and group or individual registration fees.

- **What if I'm going somewhere <50 miles from campus?**

If applicable, you may request funding for registration fees, but no transport nor hotels.

- **What kind of documentation do I need?**

You must provide: an official itinerary for the conference/event; a mileage map (only if you are driving); and documentation for your registration fees.

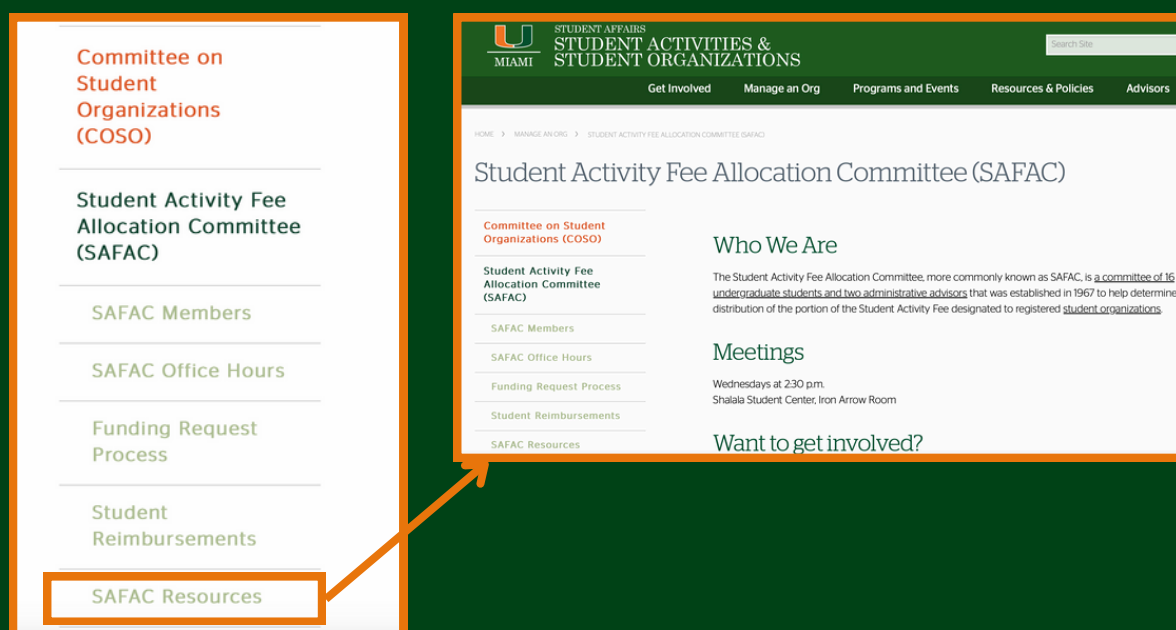
# BUILDING A TRAVEL BUDGET

Follow these steps to build a travel budget.

1. Go to the SAFAC website



2. On the leftmost panel, click on the 'SAFAC Resources' tab



3. Download the **2024-2025 travel budget template** as a **.xlsx file**. Use **desktop Excel** to fill out your budget. Do **not** use Google Sheets, Numbers, or online Excel.

The form is titled 'SAFAC Travel Request Form 2025-2026' and is Version 1.0. It includes a logo for the Student Activity Fee Allocation Committee (SAFAC) on the left. The form is divided into several sections:

- Organization Name:** A large text field.
- Workday Program ID Number:** A text field.
- Engage Members:** A dropdown menu with a tooltip that says: 'Please select your organization from the dropdown. If you are a new organization and cannot find your name, please type it manually.'
- \*\*\*DO NOT COPY/PASTE FROM PREVIOUS BUDGETS\*\*\***: A warning message.
- Organization President:** A text field.
- Organization Treasurer:** A text field.
- Organization Advisor:** A text field.
- Name:** A text field.
- Phone Number:** A text field.
- Email Address:** A text field.

# BUILDING A TRAVEL BUDGET

4. On the **Travel Sheet** page, enter your **organization's name** from the dropdown. If you represent a recently created organization, your name may not yet be in the dropdown. If that is the case, manually type it in. **Do not copy and paste** from past budgets.

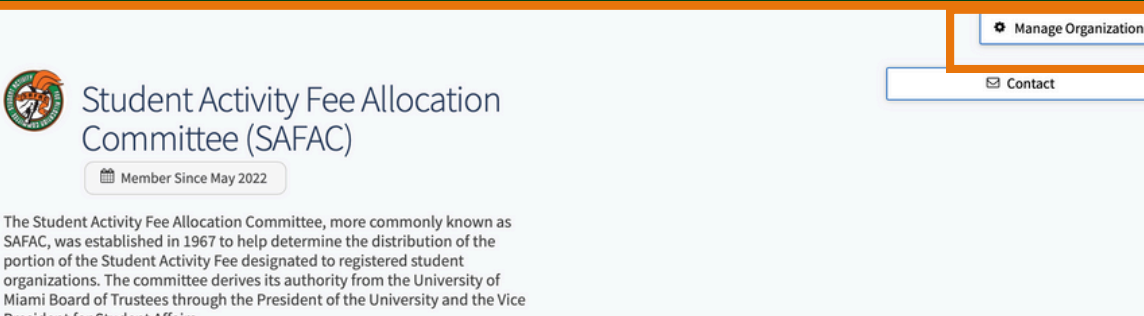


The image shows a screenshot of the SAFAC Travel Request Form for the 2025-2026 academic year. The form is titled "SAFAC Travel Request Form 2025-2026" and has a version number of 1.0. It features a dropdown menu for "Organization Name" which is currently open, showing a list of organizations including 'Canes Chat', 'Canes Science Bowl', '100 Strong', 'A Week For Life', 'Above the Bar', 'AdGroup', 'Adventist Christian Fellowship', 'Afghan Education Student Outreach Project', 'African Students Union', 'Alliance of Latin American Students', 'Alpha Epsilon Delta', and 'Alpha Kappa Psi'. Other fields on the form include "Workday Program ID Number", "Organization President", "Organization Treasurer", "Organization Advisor", "Name of Travel Request", "Type of Travel", and "Purpose of Travel".

5. Your **Workday Program ID Number** should automatically pop-up upon entering your organization's name. If not, don't do anything – we will add it for you.

Workday Program ID Number	PG000000
---------------------------	----------


6. Enter your **Engage Membership**. To find this information, go to your organization's profile on Engage and click on '**Manage Organization**.'



The image shows a screenshot of the Student Activity Fee Allocation Committee (SAFAC) profile on the Engage platform. The profile includes the SAFAC logo, the text "Student Activity Fee Allocation Committee (SAFAC)", and a "Member Since May 2022" badge. A description of the committee is provided: "The Student Activity Fee Allocation Committee, more commonly known as SAFAC, was established in 1967 to help determine the distribution of the portion of the Student Activity Fee designated to registered student organizations. The committee derives its authority from the University of Miami Board of Trustees through the President of the University and the Vice President for Student Affairs." In the top right corner, there are two buttons: "Manage Organization" and "Contact".

# BUILDING A TRAVEL BUDGET

7. On the left side of the screen, find the number listed next to **'Total Membership.'** Copy this number on your budget's cover.



Student Activity Fee  
Allocation Committee  
(SAFAC)  
Primary Contact: Domenica Nunez Del  
Arco Abad

Help us improve this page  
What other information would help you manage your organization?

Upcoming Organization Events

0 Upcoming Events  
No Events

Total Memberships

10

Engage Membership

10

8. Enter the contact information for your organization's **President, Treasurer, and Advisor.** Make sure that there are no typos and the information is accurate to your most recent e-board.

	Name	Phone Number	Email Address
Organization President	John Doe	305-123-4567	jdoe1@miami.edu
Organization Treasurer	Jane Doe	305-123-4567	jdoe2@miami.edu
Organization Advisor	John Doe Jr.	305-123-4567	jdoe3@miami.edu

9. On **Name of Travel Request**, give a title to your travel.

Name of Travel Request

Basquetball Tournament

10. On **Travel Request Number**, specify the number of this travel. An organization may request up to 10 travels per academic year.

Travel Request Number

Travel 1

11. On **Type of Travel**, choose from the dropdown.

Type of Travel	
Purpose of Travel	<div>Conference</div> <div>Competition/Tournament</div> <div>Spiritual Retreat</div> <div>Recreation</div> <div>Other</div>
In state or Out of state	



# BUILDING A TRAVEL BUDGET

12. Next, write the **Final Destination** of your travel request.

Final Destination (City, State)	New York, NY
---------------------------------	--------------

13. Write the **Purpose of Travel** in the next cell. Remember travel budgets are directly seen by the SAFAC committee, without a presentation. Therefore, be thorough in explaining why does your organization needs SAFAC funds to travel.

Purpose of Travel

The purpose of the university basketball club's travel to New York is to participate in the NYC University tournament, that offers the team an opportunity to showcase their skills, compete against top-tier collegiate teams, and gain valuable experience. This tournament not only aims to enhance the players' athletic performance and teamwork but also fosters camaraderie and school spirit, representing the university on a prestigious platform.

14. Specify if you are traveling **in-state** our **out-state**.

In-state or Out-of-state	Out-of-State
--------------------------	--------------

15. Write the **Date of Departure** and **Date of Return**. SAFAC looks at the day the event starts in order to fund the date of departure. Keep in mind that, if your event starts earlier than 12PM, SAFAC will fund hotel fees for you to travel the day before. Similarly, if your event ends later than 5PM, SAFAC will fund hotel fees for you to return the next day.

Date of Departure	Thu. September 12, 2024
Date of Return	Sun. September 15, 2024

16. Specify the one-way **Distance in Miles** from the Coral Gables campus to your destination. You will need to provide a **mileage map only if you are driving to your destination**.

Distance in Miles (One-Way)	1284.0 Miles
-----------------------------	--------------

18. State whether you require **lodging**. If so, the **Total Number of Nights Requested**. SAFAC will fund up to 5 nights per request.

Do you need lodging?	Yes
----------------------	-----

Total Nights Requested	3
------------------------	---



# BUILDING A TRAVEL BUDGET

19. Select the number of **male and female attendees**. Non-FCS organizations may request travel for 20% of Engage members, up to a maximum of 12 people. FCS organizations must refer to their N-number for travel registration fee requests. Moreover, SAFAC will fund **up to \$200 per night** for each hotel room. **Room capacity** will be determined by **two same-gender** students per room.

Number of Male Attendees	5
Number of Female Attendees	6

20. Choose the type of **registration fee** you require, if any, from the dropdown menu. SAFAC will fund **up to \$100 per person** for individual registration. For group registrations, SAFAC will divide the total registration cost among all attendees and fund up to \$100 per person.

Registration Fee?	Individual Fee	
	Group Fee	
	Both Individual & Group Fee	
	No Fee	

21. Choose your preferred mode of transportation. SAFAC will fund **\$0.30 per mile** per car (assuming 4 people to a car) for mileage of **Car** or **Chartered Bus**. SAFAC will fund up to **\$150 per person** for **ticketed transportation** (plane, train, bus ticket, etc.)

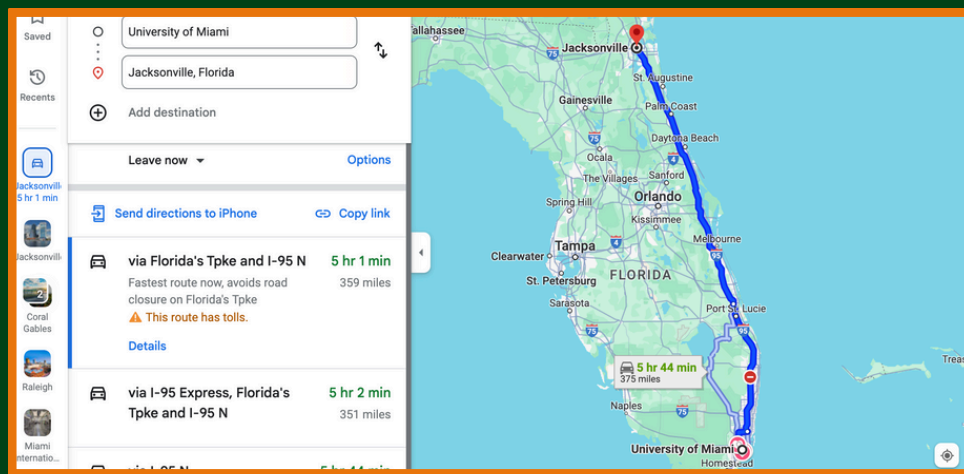
Mode of Transportation	
	Car
	Chartered Bus
	FCS Van
Approved Expenses	Ticketed Transportation
	None

# BUILDING A TRAVEL BUDGET

22. If your type of transport is **Ticketed Transportation**, select whether you need a rental car. SAFAC will fund up to **\$50 per day** for each rental car, in the event that your trip's final destination is greater than 50 miles from campus or the closest airport. A rental car capacity is considered to be **four people per car**.

Rental Car Needed?	Yes
Distance to Closest Airport	70.0 Miles

23. Keep a separate Word document with your supporting documentation (mileage map, registration fees, itinerary, etc.). Ensure that your documentation is labeled the same and follows the same order as the budget. Save it as a **PDF Document**. Refer to the **Documentation** section of this handbook for more information on valid documentation policy.



Sample mileage map

Conference Schedule		
This schedule is tentative and subject to change.		
All times are listed in Eastern Standard Time (UTC-05:00).		
THURSDAY, FEBRUARY 20		
10:00am - 4:00pm	Delegate Registration	Delegate Services
1:00pm - 1:35pm	Info Panel: MUN for Beginners	Provincetown
1:40pm - 2:15pm	Info Panel: Diversity and Inclusion in MUN	Provincetown
2:20pm - 2:55pm	Info Panel: Rules of Procedure	Provincetown

Sample conference schedule

# TYPES OF BUDGETS

There are three types of budgets:

Regular

Travel

Early

## EARLY

- Early budgets are either Regular or Travel budgets that request funds for the **next academic year**. In other words, the funds requested in an Early budget submitted in the 2024–2025 school year will be available for the 2025–2026 school year.
- Early budgets follow the **next school year's SAFAC guidelines**.
- Usually, Early budget submission open **during Spring semester**.
- To be eligible to submit an Early Budget, student organizations must be COSO-registered by the end of the fall semester and attend SAFAC's **Early Budget Workshop**, where we communicate any guideline changes to the student community.

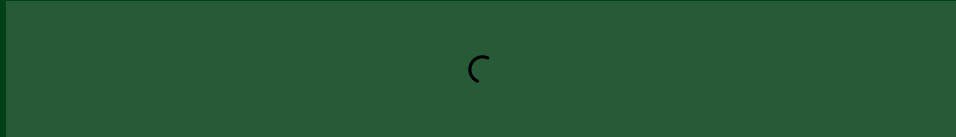
## IMPORTANT

- Early budgets must be submitted by the deadline designated by SAFAC in the Spring – else, they will not be reviewed.
- There is **no presentation** for early budgets.
- SAFAC reviews all Early Budget over a designated weekend in March. **Student organizations are notified of funding allocations prior to the end of the spring semester.**
- Funds are made available to students around July.

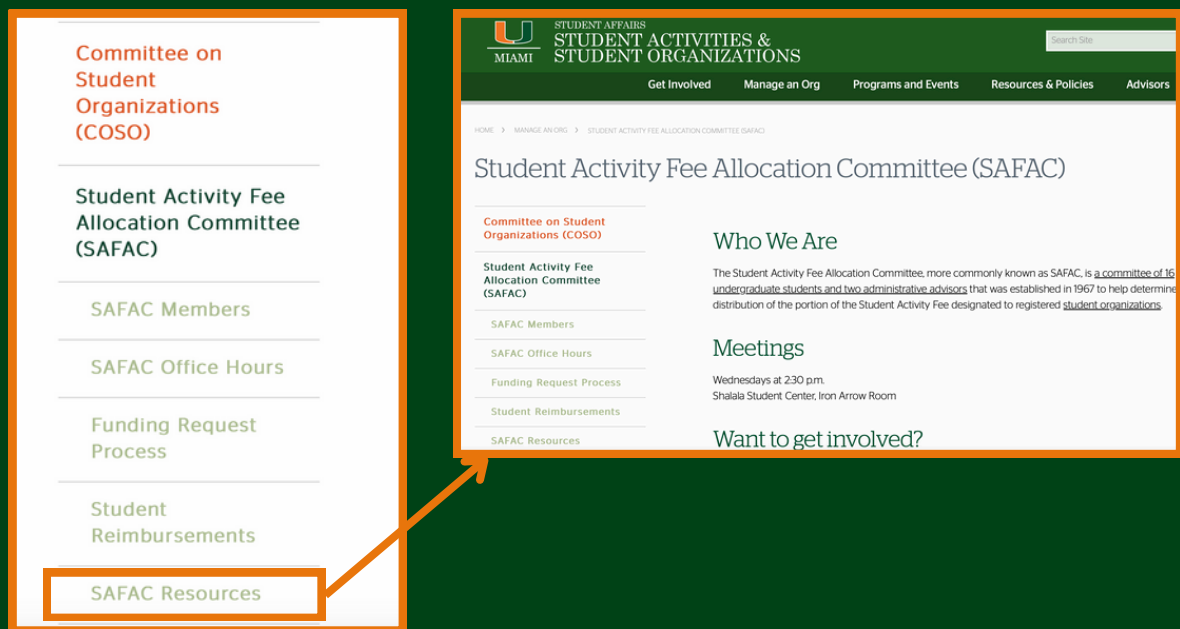
# BUILDING AN EARLY BUDGET

## EARLY REGULAR

1. Go to the SAFAC website



2. On the leftmost panel, click on the 'SAFAC Resources' tab



3. Download the **2025-2026 regular budget template** as a **.xlsx file**. Use **desktop Excel** to fill out your budget. Do **not** use Google Sheets, Numbers, or online Excel.

4. Follow the same steps as in **Building a Regular Budget**. Make sure you are utilizing the **2025-2025 SAFAC Guidelines** to build the budget and you are keeping track of necessary documentation.

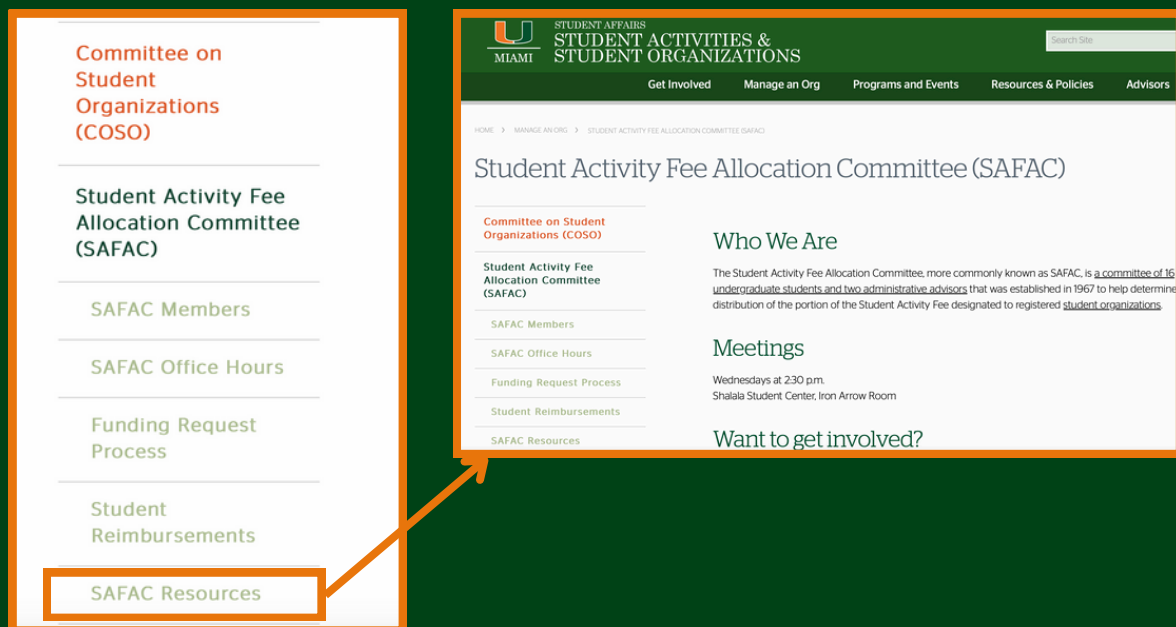
# BUILDING AN EARLY BUDGET

## EARLY TRAVEL

1. Go to the SAFAC website



2. On the leftmost panel, click on the 'SAFAC Resources' tab



3. Download the **2025-2026 travel budget template** as a **.xlsx file**. Use **desktop Excel** to fill out your budget. Do **not** use Google Sheets, Numbers, or online Excel.

4. Follow the same steps as in **Building a Travel Budget**. Make sure you are utilizing the **2025-2025 SAFAC Guidelines** to build the budget and you are keeping track of necessary documentation.

# DOCUMENTATION

All SAFAC budget submissions require supplementary documentation that shows **pricing** and **additional information** where applicable (reflective of the **current** and **prior calendar year**). Documentation must **accurately** reflect the prices requested. Given that SAFAC does not fund taxes, please omit them from your requests. Refer to the **SAFAC Documentation Policy**, available on our website, for more information.

## TYPES OF DOCUMENTATION

Type	Description	Usually Submitted For
Price Tags	Documents that show a sticker price for items in physical or online store are Price Tags.	Activities Materials, Costumes/Props, Decorations, Eng./ Tech/ Electric, Equipment, Office Supplies, Protective Equipment in <b>Regular budgets</b> . Registration Fees in <b>Travel Budgets</b> .
Invoices/ Quotes	Generated by vendors for a specific good or service. Must clearly say " <b>invoice</b> " or " <b>quote</b> ", include company information, payment due date, unique invoice number, detailed description of product, service, or transaction. SAFAC will accept documentation from the prior and current calendar year. <b>Emails, text messages, and incomplete invoices will not be accepted.</b>	Coaches/Instructors, Computers, Dues, Entertainment, Production, Off-Campus Facilities, Security, Uniforms in Regular budgets.

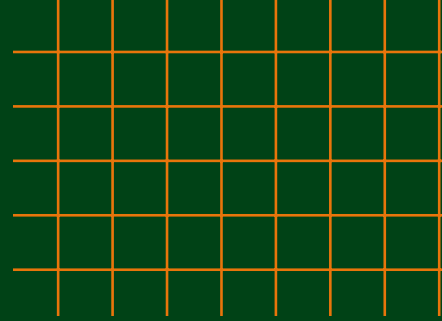
# DOCUMENTATION

## TYPES OF DOCUMENTATION

Type	Description	Usually Submitted For
<b>Mileage Maps</b>	Shows the distance in miles from the Coral Gables Campus to the final destination. If requesting a rental car, the mileage map should also show the distance from the final destination to nearest airport. This can be a printout of an online mapping website, such as Google Maps.	Travel budget requests in which ' <b>car</b> ' is the mode of transportation, or a <b>rental car</b> is requested.
<b>Travel Purpose</b>	All travel requests require backup documentation demonstrating the purpose of the travel request. This may be a printout of the conference's website, a flyer, an invitation to compete, etc.	All travel budget requests.
<b>Itinerary</b>	An <b>official</b> itinerary from the conference/competition/event attended, including a schedule of <b>dates</b> and <b>times</b> of travel. Itineraries without times are insufficient.	All travel budget requests.
<b>None</b>	Certain requests don't require any supporting documentation.	T-Shirts & Food in <b>Regular Budgets</b> . Hotels & Lodging in <b>Travel Budgets</b> .



# BUDGET SUBMISSION



## 1) TREASURER TRAINING

The first step in submitting a SAFAC budget is for the treasurer to complete Treasurer Training, found in SAFAC's Engage portal. Please allocate around 30 minutes to complete it.

## 2) CREATE A BUDGET

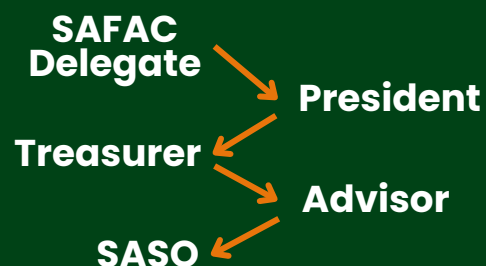
After that, the treasurer may download the empty budget template from SAFAC's website and fill it with all requested items, while keeping track of necessary documentation. Refer to the **Types of Budgets** section of the handbook for a step-by-step guide.

## 3) OFFICE HOURS

The treasurer must attend any SAFAC delegate's office hours in **Shalala 210H**. The delegate will submit the budget on behalf of the organization. After doing so, the delegate will send out the budget for signatures.

## 4) SIGN BUDGET

SAFAC uses **Adobe Sign** for the submission of budgets. The signature process is **sequential**: if any party fails to sign, then the next party in line will not receive the budget. **A budget is only considered as submitted when signed by SASO.**



# BUDGET SUBMISSION

## 5) PRESENT TO SAFAC

Once SASO receives a signed budget, they will contact the organization's treasurer to confirm receipt and, if necessary, schedule a presentation slot. The treasurer will give a 5-minute presentation on the contents of the budget to the SAFAC committee..

**SAFAC meets every  
Wednesday,  
between 2:30-5:00  
PM, in the Iron  
Arrow Room of  
Shalala.**

## 6) WAIT TO SPEND FUNDS

Organizations are **not allowed** to spend any funds related to their budget request in the two weeks directly after the date their budget was submitted. If you do, you will not be reimbursed.

If you have not received your budget back from SAFAC after **two weeks from submission**, you are permitted to spend personal funds **at your own risk** (if you purchase an item that SAFAC ultimately does not fund, you will not receive a reimbursement). Once you received your approved budget, back from SAFAC, you may apply for a reimbursement.

This is how the budget review looks like, from our end.

## 1) SCHEDULING

SASO schedules around 25–30 budgets each week, depending on how many signed budgets they received before our Wednesday meeting.

## 2) PRESENTATION

We listen to treasurer present their budgets during our committee meetings. We then vote based on guidelines, presentations, and notes taken from the office hours intake meeting.

## 3) E-BOARD REVIEW

The SAFAC E-board double-checks every budget seen that week, ensuring all funding allocations are accurate, to the cent.

## 4) MEMO PACKAGE

All the budgets seen in one week get comprised into a Memo Package, which is sent to several members of the administration for review. The **Senior Vice President of Student Affairs** has the final authority on all SAFAC related matters, and budgets are not distributed back to student organization until they have given their approval.

## 6) BUDGET RETURN

Once budgets are ratified by administration, we reach out to all organizations via Engage with their approved budget.

# BUDGET REVIEW

While we do our best to deliver budgets in a timely manner, we acknowledge that delays are an inevitable part of the process. These are some reasons why delays may occur:

## HIGH DEMAND FOR SAFAC BUDGETS

- SAFAC operates on a **first-come, first-serve basis**, meaning that budgets get scheduled for review in the order in which they are submitted – again, SAFAC defines a budget as submitted once it has been sign by the president, treasurer, advisor, and the Student Activity and Student Organizations Department (SASO).
- Whenever there is an excess in demand for SAFAC reviewing time-slots, the next available time for a budget to be scheduled may be no earlier than one, two, or even three weeks from submission. For this reason, we strongly recommend **planning in advance and submitting your budget as early as you can** – particularly if the request is time-sensitive.

## ERRORS IN BUDGET

**Incorrect Contact:** if the emails of president, treasurer, or advisor are incorrect, the budget will never reach the SASO inbox for scheduling. If you suspect that this may have happened, ask the delegate whose office hours you visited to check the signature status of your budget.

**Wrong Template:** if the budget is submitted using an old template from prior academic years, SAFAC may not review it and, once fixed, will defer it to the next available time slot. Ensure that the template you are working with is labeled with the current academic year.

**Lack of Previous Budgets:** if the budget does not contain previous approved budgets submitted earlier in the year, SAFAC may not review it and, once fixed, will defer it to the next available time slot. This does not apply to Travel budgets.

# BUDGET REVIEW

# SPENDING FUNDS

SAFAC is a **student-led committee** in charge of fund distribution, and therefore, **does not manage any part of student organization spending**, nor is the correct point of contact to raise spending issues to. For all spending related inquiries, please contact [sasofinance@miami.edu](mailto:sasofinance@miami.edu).

Every student organization has both a SAFAC and a non-SAFAC account. Naturally, all approved SAFAC funds are deposited in your SAFAC account. There are two main ways organizations can retrieve money from their SAFAC account.

## ADVISOR SPENDING

Advisors may apply for a **P-Card or T-Card** (purchase card or travel card), through which they can make purchases on behalf of their organization. These cards get reimbursed by funds in the organization's SAFAC account in WorkDay, and are not linked to the advisor's personal finances. Students cannot apply for a corporate card\*.

## STUDENT REIMBURSEMENT

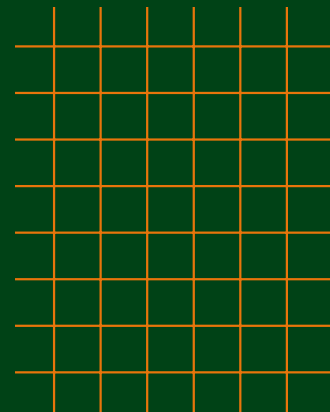
Students may purchase items with their own money on behalf of their organization\*\* and submit a reimbursement request, as long as SAFAC has approved the item in question. Keep all **itemized receipts**\*\*\* related to the purchase, as well as any documentation on the event/purpose for which the purchase was made (i.e., flyer, picture of the event).

\* Please discuss the financial expectations for fund utilization in advance with your advisor, as there are several steps relating to the corporate card process which may cause delays.

\*\*Note that **services** (i.e., DJ's, rentals) **are not eligible for reimbursements** because they must be processed by your advisor using a purchase order.

\*\*\* **Venmo, CashApp, Zelle**, and other similar payment platforms are not accepted as receipts when applying for a reimbursement.

# CHANGING A BUDGET



## ADJUSTMENTS

If there is a price fluctuation outside of your control that affects your approved budget, you may submit an **Adjustment request**. You will submit the new documentation and explain the situation. Then, we will review the adjustment request, and, if everything is in order, will edit your budget to reflect the price change. You will receive a notification via Engage once the request is approved or denied.

## SUBSTITUTIONS

If your organization wants to switch an approved item for another comparable one, you may submit a **Substitution request**. You will submit the new documentation and explain why you need to make the change. SAFAC reserves the right to decide whether the new item is a comparable replacement to the original approved request.

## APPEALS


If you believe that SAFAC has made a **mistake**, you can submit an **Egregious Error Appeal** through our Engage form. You will submit any necessary documentation, and explain why you think SAFAC should reconsider your request. If SAFAC has denied you due to **lack of/insufficient documentation**, submit a **Lack of Documentation Appeal** using the same Engage form. You will submit the new documentation and explain to which line items it pertains.

# SUBMITTING AN APPEAL

1. Go to the SAFAC Engage profile.



2. Click on 'SAFAC Appeal Request Form 2025–2026.'



 Student Activity Fee Allocation Committee (SAFAC)

Member Since May 2022





The Student Activity Fee Allocation Committee, more commonly known as SAFAC, was established in 1967 to help determine the distribution of the portion of the Student Activity Fee designated to registered student organizations. The committee derives its authority from the University of Miami Board of Trustees through the President of the University and the Vice President for Student Affairs.

Contact Information

E: [Safac@miami.edu](mailto:Safac@miami.edu)

Forms

-  SAFAC Appeal Request Form 2024-2025
-  SAFAC Budget Adjustment Request Form 2024-2025
-  SAFAC Budget Intake Form 2024 - 2025 (Early)
-  SAFAC Budget Substitution Request Form 2024-2025

3. Fill out the form. Enter your organization's **Name**, **Account Number** (found on the cover page of your budget, or the 'Manage Organization' section of your Engage profile), **Type of Budget Appealed**, **Date of Budget Return**, and **Type of Appeal**.

\* Organization Name

\* SAFAC Account Number

Ex: PG000123

\* For which type of budget are you requesting the appeal?

...

\* When did your organization receive your budget back?

Please list the date when you received an email from SAFAC stating that your budget has been reviewed and uploaded to your organization's Engage portal.

...

\* Is this appeal for a denial due to lack of/insufficient documentation or an egregious error made on SAFAC's behalf.

...



# SUBMITTING AN APPEAL

4. Write an explanation as to why you are submitting the request. Detail the line item number that you wish to appeal. Attach the approved budget you received from SAFAC, and any relevant changes in documentation.

### SAFAC Appeal Request Form 2024-2025

Please explain in detail what you believe should be reconsidered on your SAFAC budget and why you believe SAFAC made an egregious error.

Please include line item numbers for these particular items and provide a detailed explanation for the committee to consider.

Please attach the budget for which you are making an appeal.

Please do not change anything on your budget. Only attach the budget that was reviewed by SAFAC and posted to your engage portal.

UPLOAD FILE

Please attach any changes in documentation or any additional materials you would like to provide.

If submitting multiple documents, please combine them into a single document. You may optimize the PDF through Adobe Acrobat if needed to reduce file size.

UPLOAD FILE

PREVIOUSNEXT

5. Make sure you click **Submit** once you are done.

← BACK TO SUBMISSIONS

## Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission

PRINT

In Progress

SAFAC Appeal Request Form 2024-2025

1. SAFAC Appeal Request Form 2024-2025

Request Form

Page 2

SUBMIT

# SUBMITTING AN ADJUSTMENT

1. Go to the SAFAC Engage profile.



2. Click on 'SAFAC Budget Adjustment Request Form 2025–2026.'

**Student Activity Fee Allocation Committee (SAFAC)**

Member Since May 2022

The Student Activity Fee Allocation Committee, more commonly known as SAFAC, was established in 1967 to help determine the distribution of the portion of the Student Activity Fee designated to registered student organizations. The committee derives its authority from the University of Miami Board of Trustees through the President of the University and the Vice President for Student Affairs.

**Contact Information**  
E: [Safac@miami.edu](mailto:Safac@miami.edu)

**Forms**

- SAFAC Appeal Request Form 2024-2025
- SAFAC Budget Adjustment Request Form 2024-2025**
- SAFAC Budget Intake Form 2024 - 2025 (Early)
- SAFAC Budget Substitution Request Form 2024-2025

3. Fill out the form. Enter your organization's **Name**, **Account Number** (found on the cover page of your budget, or the 'Manage Organization' section of your Engage profile), **Type of Budget Adjusted**, and an **Explanation**. Ensure you include the line item number, original price, new price, and reason for the price change.

**\* Organization Name**  
Please state the full name of the organization. No acronyms.

**\* SAFAC Account Number**  
Ex: PG000123. You can find this on your organization's budget or on the "About" section under "manage" on Engage.

**\* For which type of budget are you requesting the adjustment?**

**\* Please explain in detail what you would like adjusted on your SAFAC budget and provide an explanation of why it needs to be adjusted. Please identify items considered for adjustments by using the **line item designation** on the approved budget.**

State the line item, initial unit funding and adjusted unit funding. The adjusted unit funding should match the prices listed in the documentation. Remember to also include a brief explanation as to why the prices changes. Budget Adjustments may only be considered if changes were caused due to circumstances outside the control of the organization. For more information, please see the SAFAC Budget Adjustment Policy found here: [https://saso.studentaffairs.miami.edu/\\_assets/pdf/budget-guidelines-and-precedents/safac-budget-adjustment-substitution-policy.pdf](https://saso.studentaffairs.miami.edu/_assets/pdf/budget-guidelines-and-precedents/safac-budget-adjustment-substitution-policy.pdf)

# SUBMITTING AN ADJUSTMENT

4. Include the **Total increase in price**. Attach the approved budget you received from SAFAC, and any relevant changes in documentation.

\* What is the total increase in price requested?

\* Original Budget

Please attach the original budget for which you are requesting changes.

[UPLOAD FILE](#)

\* Documentation for Change

Please attach all documentation related to the changes described above. If submitting multiple documents, please combine them into a single document. You may optimize the PDF through Adobe Acrobat if needed to reduce file size.

[UPLOAD FILE](#)

5. Make sure you click Submit once you are done.

[← BACK TO SUBMISSIONS](#)

## Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

### Submission

In Progress

SAFAC Budget Adjustment Request Form 2024-2025

- SAFAC Budget Adjustment Request Form 2024-2025
  - Request Form

[PRINT](#)

[SUBMIT](#)

# SUBMITTING A SUBSTITUTION

1. Go to the SAFAC Engage profile.



2. Click on 'SAFAC Budget Substitution Request Form 2025–2026.'

**Student Activity Fee Allocation Committee (SAFAC)**

Member Since May 2022

The Student Activity Fee Allocation Committee, more commonly known as SAFAC, was established in 1967 to help determine the distribution of the portion of the Student Activity Fee designated to registered student organizations. The committee derives its authority from the University of Miami Board of Trustees through the President of the University and the Vice President for Student Affairs.

**Contact Information**  
E: [Safac@miami.edu](mailto:Safac@miami.edu)

**Forms**

- SAFAC Appeal Request Form 2024-2025
- SAFAC Budget Adjustment Request Form 2024-2025
- SAFAC Budget Intake Form 2024 - 2025 (Early)
- SAFAC Budget Substitution Request Form 2024-2025**

3. Fill out the form. Enter your organization's **Name**, **Account Number** (found on the cover page of your budget, or the 'Manage Organization' section of your Engage profile), **Type of Budget Substituted**, and an **Explanation**. Ensure you include the line item number, original price, new price, and reason for the substitution.

\* Organization Name

\* SAFAC Account Number

Ex: PG000123

\* For which type budget are you requesting the substitution?

...

\* Please explain in detail which items you would like to be substituted and their new prices. Please include price changes as well. Please identify items considered for substitutions by using the line item designation on the approved budget.

Budget Substitutions may only be considered if changes are comparable which is up to the discretion of the executive board. For more information, please see the SAFAC Budget Substitution Policy found here: [https://saso.studentaffairs.miami.edu/\\_assets/pdf/safac/new-budget-adjustment-and-substitution-policy.pdf](https://saso.studentaffairs.miami.edu/_assets/pdf/safac/new-budget-adjustment-and-substitution-policy.pdf)

# SUBMITTING A SUBSTITUTION

4. Attach the approved budget you received from SAFAC, and any relevant changes in documentation.

**\* Original Budget**

Please attach the original budget for which you are requesting changes.

[UPLOAD FILE](#)

**\* Documentation**

Please attach all documentation related to the changes described above. If submitting multiple documents, please combine them into a single document. You may optimize the PDF through Adobe Acrobat if needed to reduce file size.

[UPLOAD FILE](#)

5. Make sure you click Submit once you are done.

## Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

### Submission

[PRINT](#)

**In Progress**

#### SAFAC Budget Substitution Request Form 2024-2025

- SAFAC Budget Substitution Request Form 2024-2025
  - [Request Form](#)

**SUBMIT**

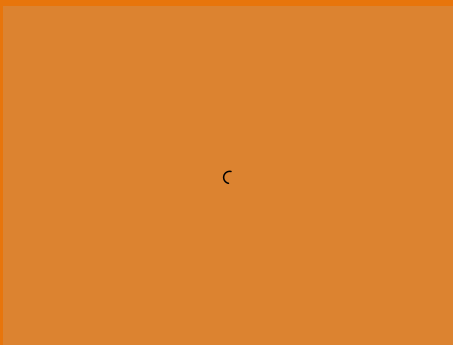
# ADDITIONAL RESOURCES

## IMPORTANT LINKS

Feel free to email questions to [safac@miami.edu](mailto:safac@miami.edu)

### NOTION

We have created a Notion website with all the necessary information and resources you need as a Treasurer, including this handbook, Office Hours, and links to all other documents.



### WEBSITE

The official SAFAC website, where you will find this year's guidelines, documentation policy, and budget templates.



### ENGAGE

SAFAC's Engage profile, where you will find Treasurer Training, as well as Adjustments, Substitutions, and Appeal forms.



### MEETING

Schedule a 1:1 meeting to ask questions to our Training and Development Coordinator.

# ADDITIONAL RESOURCES

In the event that SAFAC is unable to provide your organization with all the funding you have requested, consider these alternatives:

## STUDENT ORG. STORE

COSO-registered orgs. can collect dues, funds for club merchandise, and copayments for club activities using the Student Organization Store: [miami.edu/studentorgpayment](https://miami.edu/studentorgpayment)

## SENATE

The **Policy and Finance** Committee of Student Government's Senate co-sponsors up to 10% of event cost based on the organization's SAFAC budget. Apply on Engage 2 weeks prior to the event.

## HURRICANE PRODUCTIONS

Co-sponsorship for events that align with the HP mission. Apply on the HP Engage 3-4 weeks prior to the event and pitch to the HP executive board during their weekly meeting.

## SASO

Co-sponsorship funding is available from SASO for signature events benefitting UM students and/or the community. Apply on Engage page 4 weeks prior to the event.

## DONATIONS

Donations to student organizations can be made online with a credit card. Donors should be directed to: [miami.edu/studentorggiving](https://miami.edu/studentorggiving)



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# THANK YOU!

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