

Graduate Student Government
University of Maine
Office of the Grants Officer



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Clubs and Organizations Grants Expense Report Instructions

Filing a report by the date noted on your acceptance of funds form is required. Failure to submit an expense report will result in the refusal of future funding for the subsequent academic year.

Each club recognized and funded by the GSG must submit a **typed, dated, and signed** annual report that documents how GSG funds were spent throughout the funding period. In the annual report, please include the below information **in the following order:**

1. The name of the club
2. The name and email address of its contact person
3. The names of its Executive Committee and GSG representative
4. A short summary of the club's purpose and how it was fulfilled during the academic year. This may not exceed one page. Make sure you explicitly state how the club fulfills the GSG mission and how the group serves the graduate community.
5. Amount of money received from GSG and a list of expenses. **This must be formatted as a table and may not exceed one page.**
6. ***Expense Report Explanation:*** An outline of the activities that were conducted and how these activities fulfilled the GSG mission and benefitted the graduate students in the club. **This must include:**
 - a. a list of all events or activities
 - b. an approximate number of attendees at each event (this is for record keeping and for Grant Officer reports to the Senate only)
 - c. Proof of advertising of your events or activities (social media posting, flyers, emails, etc.)
7. *If alcohol was purchased*, a **signed** alcohol safety statement explaining the steps taken to ensure responsible and safe behavior.
8. **All original receipts.** If applicable, meal receipts **must be included**, despite the lack of need for per diem receipts in the Concur system. Gas receipts and/or mileage logs are also **required**. Printed receipts for online purchases are allowed. All other receipts are to be taped in good order to an 8" X 11" piece of scrap paper. Remember as per new rules that 50% of your awarded GSG funds can be used towards food and drink. Spending in excess of 50% (if not previously granted an exemption) will be considered a misuse of funds.
9. *If applicable*, also include a check written out to Graduate Student Government for unused or misused GSG funds.

Including materials in the correct order and in good form, spending money on events that support the GSG mission, returning any used/misused funds to GSG, and submitting all materials in a timely manner are important for remaining eligible for funding during subsequent cycles and for staying in good standing with GSG in the event that the Grants Committee and the Grants Officer choose to conduct a Club Audit during the fall semester. **GSG reserves the right to deny future funding to Clubs and Organizations that do not submit all materials in good form and in a timely manner.**

Please contact the Grants Officer (umaine.gsg.grants@gmail.com) with any questions or concerns.