New York University
School of Professional Studies
The Dean’s Faculty-Student Small Events Fund
Procedures and Guidelines

General Information

- The SPS Small Events Fund (SEF) provides SPS faculty with funds to host informal events for their students with the purpose of promoting faculty-student interaction. There is a limit of $10.00 per person attending the event; maximum per event is $120.

- The Small Events Fund request form has been automated to expedite the process. Fund requests must be submitted through the electronic form at http://bit.ly/SCPSSmallEventsFundForm. Questions regarding the SEF application process may be addressed to Deborah Williams at daw1@nyu.edu or you may call (212) 998-9133.

- Fund requests must be submitted two weeks prior to the event date. We cannot guarantee the processing and approval of forms received late.

- Event Types may include: Class room gatherings, eating out, ordering in, theatrical or sporting events, movies, museum admission, video rental, field trips including transportation and entrance fees or any activity that coincides with a faculty avocation (e.g. jazz, poetry reading, etc.).

- Funds are only available during the spring and fall semesters.

- Funds apply only to students and faculty. Guests, spouses, friends, etc. may attend the event but must be responsible for payment.

- Faculty who teach more than one course or more than one section of a course may apply for funds once for each course or section per semester. A separate form needs to be completed for each event.

- We encourage faculty to plan events using a pre-approved vendor. Once your application is reviewed and approved you will receive a "Vendor Voucher." This voucher will need to be presented upon food delivery. Once the voucher is submitted to the vendor as payment, at the time of delivery, no further action is necessary.
- In cases where the faculty member chooses not to use a pre-approved vendor, all expenditures will be the responsibility of the faculty member, until the reimbursement is processed (see Reimbursements on the reverse of this form for additional information).


- All University guidelines and rules of conduct apply to these events including the prohibition of alcohol use by anyone under 21 years of age (NYS law).

- The University assumes no responsibility for damages or injury in “at home” events.

**Fund Limits**

- Funding is limited to a maximum of $10 per person, per course, per semester; maximum per class is $100.00. Only students/faculty actually participating in an event will be counted toward the reimbursement amount. Participants must pay for any monies spent over the approved amount.

**Examples:**
1) If your class size is 10 and you have requested $100.00, your approval limit will be $100.00. However, if the actual participation in your event is 8, you will only be reimbursed for a maximum of $80.00. If your class size is 20, please remember you can only request up to $120.
2) If your approved amount is $100 for 10 people, but you submit receipts for $85.00, your reimbursement will be limited to the amount on the receipts (see Reimbursements on the reverse of this form for additional information).

- Vendors are instructed to request payment at the time of the event for any monies spent over the $10.00 per person.

**Approval**

- Written approval must be obtained before your event occurs.

- Your application will be reviewed and returned with a decision within a week after it is received in the office. If your event is approved, please make sure you keep all the material as you will need it to process your reimbursement.

- Incomplete applications (i.e. course #, course name) will be returned. This will cause a time delay.
**Reimbursements**

Reimbursements will be processed via AP Workflow, the University’s online reimbursement system. The AP Workflow system is a web-based service that allows NYU employees to process and track requests for reimbursements. It is accessible through NYU Home.

**Process:**
- You will need to submit original receipts and a print-out of your “SEF Official Approval” letter to Carlo Pellicciari (7 East 12th Street, room 12th floor.) Please note, that the university will not accept photocopied or handwritten receipts.
- Once receipts are received, Carlo will create the reimbursement request in AP Workflow for you.
- Once the request has been created you will receive notification via your NYU e-mail account and you will be required to log in and approve the request via NYU Home. *Please note, the reimbursement will not be processed until it has been approved by you, via AP Workflow.

**Instructions:**
- You will need to log into NYU Home, click on the "Work" tab and hit login. You will need to re-enter your NET ID and your NET ID Password.
- The next screen will be "Administrative Services" and in the upper right hand side of the screen you will see the "Workflow" tab. Underneath that you will see the "Worklist" bullet. Click on Worklist and you should see the request(s). Open the request to review and approve.
- Reimbursement will be processed after you approve the request.

For additional information or assistance with the reimbursement process, contact the SPS Budget office 212-998-7020.