

Graduate Registered Student Organization

Fiscal Guidelines

Syracuse University Graduate School

AY 2026–2027

Overview

Graduate Registered Student Organizations (GRSOs) are funded through the graduate student activity fee, which is collected once per semester from all full-time, main-campus graduate students. As stewards of university funds, GRSOs are required to comply with all applicable university financial policies. These guidelines outline the requirements, procedures, and expectations for managing GRSO funds.

Fiscal and registration guidelines, instructions, and tutorials are available [on the Graduate School website](#).

Section 1: Types of GRSO Funding

There are two types of GRSO funding available through the Graduate School:

1A. Annual Budget Allocations

Annual budget allocations are awarded at the start of each fiscal year based on organizational type:

- **Academic organizations:** Allocated based on the number of students in the affiliated department, program, or school/college, capped at \$2,000 per year.
- **Non-academic organizations:** Allocated at \$300 per year.
- **Late registration:** GRSOs that do not register or re-register during the designated registration period will receive allocations subject to funding availability.
- **Fiscal year deadline:** All expenses using Annual Budget Allocations must be incurred within the fiscal year (July 1 – June 30) in which they are granted. Funds do not carry over. In order to meet year end processing deadlines, events must be held and expenses incurred prior to 5/15. Expenses submitted for events after 5/15 will be denied.

Specific year-end submission deadlines will be communicated to all GRSO officers and groups are expected to adhere to these deadlines.

1B. Special Programming Requests

Special Programming Requests may be submitted to supplement annual budget allocations for specific events and initiatives, subject to the following conditions:

- **Maximum award:** Up to \$3,000 per year. Requests may be submitted before the annual budget allocation is fully exhausted, however groups will be asked to account for planned use of annual funding before special programming funds are approved.
- **Accounting for Annual Funding:** The anticipated remaining annual funds should be factored into the total requested amount. Example: A GRSO with a \$1,500 annual budget that anticipates using \$750 on yearly programming. They are planning an event costing \$2,500,

so they submit a Special Programming Request for \$1,750. \$750 in annual budget would be used toward the event.

- **Documentation required:** Submissions must include actual anticipated dollar amounts supported by quotes, relevant links, or other documentation.
- **Form submission:** Special Programming requests must be submitted at least 60 days prior to events or initiatives being planned.
- **Restricted use:** Once approved, Special Programming funds may only be used for the specific event(s) or initiative(s) identified in the approved request. Funds may not be redirected to other events or initiatives without prior written approval from the Graduate School. GRSOs should contact the Graduate School in advance if a change in programming is anticipated.
- **Fiscal year deadline:** All approved Special Programming funds must be expended within the fiscal year (July 1 – June 30) in which they are granted. Funds do not carry over. In order to meet year end processing deadlines, events must be held and expenses incurred prior to 5/15. Requests for events after 5/15 will be denied.

Specific year-end submission deadlines will be communicated to all GRSO officers and groups are expected to adhere to these deadlines.

Section 3: Expending Funds

2A. General Reimbursement Basis

GRSO expenses are generally processed on a reimbursement basis. All funds — both annual allocations and Special Programming awards — must be expended within the fiscal year (July 1 – June 30) in which they are granted. Funds do not carry over from one fiscal year to the next.

2B. Allowable Expenses

The following expenses are allowable when submitted using the Reimbursement Request form in 'Cuse Activities with proper documentation:

- Expenses with itemized receipts and submitted within 30 days of being incurred.
- Reimbursements to students should only be submitted by the GRSO officer who incurred the expense. Please reach out if an officer is not able to see/submit the form. Submitting a reimbursement on behalf of another student is NOT allowed!
- Advertising and promotional materials (banners, posters, printed materials, branded merchandise, etc.) that comply with university trademark guidelines. Contact the Graduate School if you are uncertain whether a proposed item meets guidelines.
- Alcohol expenses incurred through Campus Catering only.

2C. Unallowable Expenses

The following expenses are **not** eligible for reimbursement under any circumstances:

- Expenses submitted without an itemized receipt.
- Gift cards and cash gifts.
- Expenses older than 30 days.
- Direct payments to speakers or any other individual (including other students) made by students. These must **always** be processed through departmental administrators.
- Alcohol expenses not incurred through Campus Catering.

Section 4: Fundraising

Any GRSO wishing to raise funds — whether for the organization's own use or for a non-University affiliated charitable organization — must establish a separate fundraising account through the Graduate School prior to conducting any fundraising activities.

Groups considering fundraising must contact Stacey Royer before making any plans or commitments. Failure to do so may result in funds being ineligible for processing through the university.

Section 5: Budget Tracking and Expense Documentation

- **Budget Worksheets:** All GRSOs will have a Budget Worksheet saved to their documents folder in 'Cuse Activities. This worksheet is updated by the Graduate School as reimbursements are processed and/or Special Programming Requests are approved.
- **Internal recordkeeping:** In addition to the Graduate School's Budget Worksheet, GRSOs are strongly encouraged to maintain their own internal records of all income and expenditures to ensure they remain within budget at all times.
- **Receipt retention:** Officers should retain all itemized receipts and supporting documentation until reimbursements have been fully processed and confirmed.

Section 6: Timeline and Process Summary

Special Programming:

1. Up to \$3,000 per year
2. Requests must be submitted at least 60 days prior to events or initiatives being planned.
3. Funds must be expended within the fiscal year (July 1 – June 30).
4. Events and expenses must be held/incurred prior to 5/15.
5. Special Programming form can be found in 'Cuse Activities under Forms → Graduate School → Graduate Special Programming Request.
6. Only GRSO officers will be able to view/submit the Special Programming request form.
7. Once reviewed and approved by our office, funding amount will be added to GRSO budget worksheets.

Reimbursement Requests:

1. Student reimbursement from either GRSO Annual funding or Special Programming must include itemized receipts and be submitted within 30 days of being incurred.
2. Student reimbursement requests should be submitted by the student that incurred the cost. Submitting a reimbursement on behalf of another student is NOT allowed!
3. Only GRSO officers will be able to view/submit the Special Programming request form. If the student who incurred the cost does not have access to the form, please reach out to our office.
4. Events and expenses must be held/incurred prior to 5/15. Specific year-end submission deadlines will be communicated to all GRSO officers and groups are expected to adhere to these deadlines.
5. Unallowable expenses (see above) will be denied. Please check with our office if there are any questions!

6. Receipts/documentation is not required when submitting departmental reimbursement requests. We will work with the GRSO's department/program administrator to gather necessary information and facilitate the funding transfer.
7. Reimbursement Request form can be found in 'Cuse Activities under Forms → Graduate School → Graduate Reimbursement Request. Make sure it says GRADUATE!
8. Once reviewed and approved by our office, expense will be added to GRSO budget worksheets and deducted from total funds remaining.

Contact Information

For questions regarding GRSO fiscal policies, reimbursements, or Special Programming Requests, please contact:

- Holly Johnson, Operations and Budget Manager — hjohns02@syr.edu
- Stacey Royer, Administrative Assistant — for fundraising inquiries and general coordination