Refuel Initiative Policy

Purpose

The Refuel Initiative, funded through the ERAU-Worldwide Student Government Association Annual Spending Package, provides snacks, coffee, and water to site locations around the country. Vending machines aren't always available to students who attend in person classes, a statistic which has been noted by Institutional Research as a point of dissatisfaction, and the SGA intends to mitigate that disparity through the Refuel Initiative.

Please note: The Department of Student Engagement – Worldwide (DSE) will administer the Refuel process while SGA provides the funding. DSE may update these guidelines as necessary to remain consistent with applicable ERAU policies, procedures, and SGA governing documents.

The only items that we will allow to be purchased through the Refuel Initiative are those available through the Staples Total Coffee Program (e.g. coffee machine, water cooler, coffee pods, cups, snacks, etc.) OR items that will allow site locations to prepare food for their students on a sustainable, recurring basis (e.g. waffle maker, pancake mix, spatula, etc.).

Eligibility

The Refuel Initiative may be requested by authorized Embry-Riddle Worldwide Site Directors/SGA Ambassadors, subject to available funding and compliance with university policies.

The Refuel Initiative Guidelines

To ensure responsible stewardship of university resources:

1. All Refuel Initiative requests must clearly demonstrate a direct benefit to all students at their respective site location.
2. Refuel Initiative requests must be submitted and approved within eUnion before any expenditure is incurred and submitted. Expenses incurred before approval are not eligible for payment unless prior written authorization is provided by DSE.
3. Funding approval is contingent upon the availability of funds and the completeness of the request.
4. Failure to demonstrate student benefit may result in denial of the request and may impact future funding opportunities.
5. Funding is provided based on a budgetary item for each fiscal year and will follow the same funding model and infrastructure as Worldwide Registered Student Organizations (RSOs)

The Student Government Association Executive Board, in accordance with the SGA Constitution and applicable University policies, provides oversight of the expenditure of SGA funds. DSE administers the Refuel Initiative process and ensures requests comply with these guidelines and applicable University policies.

Refuel Payment Request Process

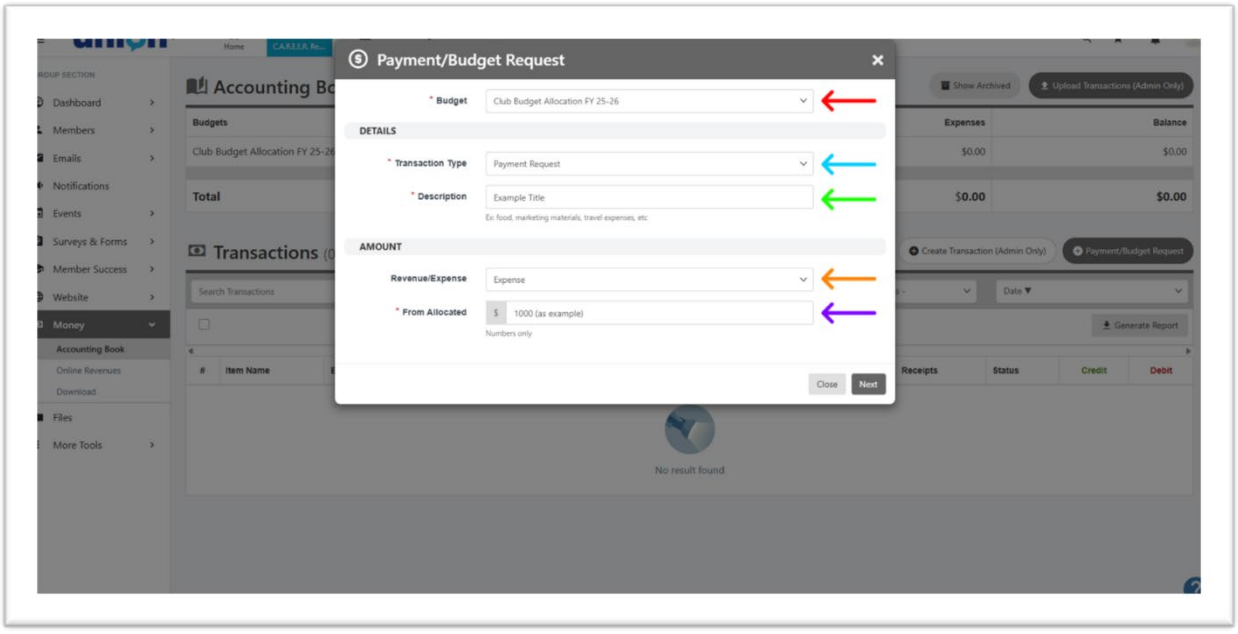
Site Directors or SGA Ambassadors must submit copies of all quotes prior to any purchase through the payment request form in eUnion. Failure to submit a justification of expenditures could result in revocation of Refuel Initiative participation. Additionally, the Site Location will be unable to participate in the Refuel Initiative in the future.

Making a Refuel Payment Request:

1. All Site Directors and SGA Ambassadors who are affiliated with the Refuel Initiative will be made officers of the Refuel Initiative group in eUnion. This will allow you to submit payment requests to the SGA. If your site is signed up for Refuel but you or others from your site are not part of the group, please notify DSE staff for assistance.
2. Navigate to the Refuel Initiative group within eUnion. This can be done either from the “My Groups” wheel on the eUnion home page, or by clicking the “Groups” button on the top of the page and searching “Refuel” in the search bar.
3. Once in the group’s Dashboard, click on the "Money" tab from either the left side menu or click the large “Money” icon from the selectable boxes in the center of the page.
4. From underneath the “Money” tab on the left side menu, select the "Accounting Book" tab. This will take you to the “Accounting Book” page.
5. The “Accounting Book” page will first show you the total amount of money allocated to the Refuel Initiative group, the amounts of all pending requests, and the remaining balance in the Initiative’s budget. Underneath this section, you will find a list of all transactions submitted to the Refuel Initiative and their approval status. Between these two sections on the right-hand side of the page is a button that says “Payment/Budget Request.” Click the “Payment/Budget Request” button.
6. A pop-up window titled “Payment/Budget Request” will appear with a single dropdown menu titled “Budget” (pictured below). Select "SGA Spending Package 2026-2027.” Selecting this will populate the rest of the form.
7. From the “Transaction Type” dropdown menu, select "Payment Request.”
8. In the “Description” text box, Refuel Initiative and your site location name. For example, the description would read, “Refuel Initiative – San Diego.”
9. From the “Revenue/Expense” dropdown menu, select “Expense.”
10. In the “From Allocated” text box, type in a numeric dollar amount that you anticipate the expense being (reference the screenshot at the bottom of the page). **NOTE**: Individual

charges to the Refuel Initiative are not to exceed $200 USD. Any charges incurred over that amount will not be paid by the SGA.

11. You will then be redirected to a form titled "RSO Payment Request Form." Please be aware that the Refuel Initiative is **NOT** an RSO. Rather, the linked form is from the same template as what the RSOs use.
12. Complete the linked RSO Payment Request Form by following the prompts. The first section is an acknowledgement that funds will be reported accurately and utilized appropriately.
13. Once the required section/form is filled out with the appropriate information, click "Submit," and you're done! From here, your request will be processed through a workflow involving the SGA Treasurer, the Student Engagement Coordinator, the Assistant Director of Student Experience, the Associate Dean of Students, and the WW Dean of Students for review and approval.



Documentation Requirements

The Site Director or SGA Ambassador submitting the request is responsible for providing complete and accurate supporting documentation, including:

- Copies of vendor invoices or quotes.
- Screenshots or written cost estimates when invoices are unavailable.
- A written justification explaining how the purchase or event benefits Embry-Riddle Worldwide students.
- Any additional documentation requested to support the expenditure.

Incomplete requests may be delayed or denied until all required documentation has been received.

Financial Responsibility

The Site Director or SGA Ambassador is responsible for ensuring that all expenditures comply with university policies and accurately reflect the approved purpose of the funding.

Failure to provide appropriate documentation or misuse of Refuel Initiative funds may result in one or more of the following actions:

- Suspension or freezing of funding privileges.
- Loss of eligibility for future Refuel Initiative funding.
- Administrative or disciplinary action, including applicable financial penalties, in accordance with university policy.

Fraudulent use of university funds may also be referred for additional institutional review.

Compliance

Recipients of Refuel Initiative funding are expected to maintain accurate financial records and cooperate with any review or audit of expenditures. Recipients may be asked to provide one or more of the following items for documentation:

- Receipts of purchase
- Name, ID#, and ERAU e-mail of students who benefitted from Refuel funding

Questions

Questions regarding the Refuel Initiative or the funding request process should be directed to the Student Engagement Team at wwdseoff@erau.edu.

Acknowledgement

By submitting a Refuel Initiative funding request, the requesting Site Director or SGA Ambassador acknowledges that:

- They have read and understand this policy.
- All information submitted is accurate and complete.
- Funds will be used solely for approved purposes.
- Site Director/SGA Ambassador is **solely** responsible for promotion, execution, and post event feedback, unless otherwise agreed upon by the SGA.
- SGA is **ONLY** responsible for funding the request.
- Required documentation will be maintained and submitted as requested.
- By submitting a Refuel Initiative funding request, your electronic signature acknowledges that you have read and understand this policy and agree to comply with its requirements and applicable University policies and procedures.