WaveSync

Disclaimer: Some pages may not look exactly like the screenshots
To make an event: The following sequence of screenshots shows the process and the black circles on each page indicate where to click to get to the next page.
Graduate Studies Student Association

GSSA is the Graduate Studies Student Association at Tulane. It's a student-government based organization for all graduate students, Masters and PhD, within the School of Science and Engineering or the School of Liberal Arts.

Additional Information

If you are submitting this as a Department Recognized Registered Student Organization (RSO), please list the full name of the university department that is sponsoring your RSO.
No Response

Forms

GSSA: Interdepartmental Transfer or Request for Payment Form

All Events

Math Graduate Student Colloquium

Tuesday, September 10 at 5:00PM CDT
Stetson Student Center

WISE Fall Kickoff -- Uptown

Wednesday, September 11 at 4:00PM CDT
Riverwalk Ballroom

GSSA Fall Welcome Mixer

Friday, September 20 at 3:00PM CDT
Holland Hall, Room 101

Philosophy Department's SOWRITE Meeting

Monday, September 23 at 1:00PM CDT
Newcomb Hall, Room 105

Officers

Advice: Jennifer O'Brien
President: Sabrina Kragness
Treasurer: Hannah Aziz
Secretary: Amanda Reusch
Vice President: Sophie Dehaux

Documents

GSSA Representative Training Document

Discussion

Hannah Aziz
The screen you see after you have clicked on the “Manage Organization” button
The screen you see after you have clicked on the “hamburger icon”
Once submitted, an event cannot be edited until the approval process has been completed. If a change needs to be made, comment in the section below the event and Student Affairs will make the change.
If you need help on WaveSync, here is a link you can go to:

https://lbc.tulane.edu/node/4226
Filling out the forms:
All of the following forms can be found on the GSSA website (gssa.tulane.edu)
Event Reimbursement:
This will be a paper packet that will be submitted to the treasurer at office hours as long as a student incurred the expense for the event.
GSSA Event Reimbursement Checklist

Department:

Name of Event:

Date of Event:

Request Amount:

- Request for Entertainment Reimbursement Form
- Original, itemized receipts taped on a sheet of white paper
  - All receipts show payment information (name, check # / credit card #)
  - All receipts are itemized
- Attendee List with Event Name and Date
- Minutes (Needed for Meetings only)

3 Paper clipped packets (1 Original and 2 Copies) arranged in the following order:

1. Payment Information Form
2. Original receipts taped to white paper
3. Attendee List
4. Minutes (meetings only)

GSSA Representative Signature:

GSSA Representative Printed Name:

Date Signed:

Submit 2 packets (1 Originals, 1 Copy) to GSSA Treasurer
Reps must bring two (2) copies to treasurer office hours and keep one (1) copy for their own records.

All packets must be paperclipped! ABSOLUTELY NO STAPLES

NOTE: Packets must be submitted no later than two weeks after the event! If you do not do this, we cannot guarantee your money will be reimbursed.

GSSA representatives must sign off on all reimbursement packets! A rep’s signature means that you have checked that the packet is completed correctly!
REQUEST FOR ENTERTAINMENT REIMBURSEMENT

1. Complete form. All spaces must be filled.
2. Attach documentation:
   a. original, itemized receipts showing proof of payment
   b. attendees list
   c. meeting agenda (if applicable)
3. Have form signed by your organization advisor.
4. Submit form to the Financial Request Box at the back desk of the Student Organization Center (SOC).

Date
Organization
Amount to be Reimbursed
1st Account & Natural Account  _ _ _ _ _ _ / _ _ _ _   Amount
2nd Account & Natural Account  _ _ _ _ _ _ / _ _ _ _   Amount

FOR REIMBURSEMENT
Person to be Reimbursed
T U I D #
Address
City/State/Zip

NAME OF EVENT, DATE, LOCATION AND DESCRIPTION OF EXPENSE

Requested by
Name
Phone Number
Email

Approved by
Student Organization Advisor signature

For Offs ik n 01 y
Processed by
Date
Number

Tulane University
Please fill this form out as seen below.

Events: Request for Entertainment Reimbursement (Page 2 of packet)

REQUEST FOR ENTERTAINMENT REIMBURSEMENT

1. Complete form. All spaces must be filled.
2. Attach documentation: a. original, itemized receipts showing proof of payment b. attendance list c. meeting agenda (if applicable)
3. Have form signed by your organization advisor.
4. Submit form to the Financial Request Box at the back desk of the Student Organization Center (SOC).

Check disposition instructions:
- Hold for pickup in SOC
- Mail to recipient

Date: 09-05-19
Organization: Underwater Basket Weaving Department
Amount to be Reimbursed: $1.00

1st Account & Natural Account ___________________________ Amount __________
2nd Account & Natural Account ___________________________ Amount __________

FOR REIMBURSEMENT
Person to be Reimbursed: Jane Doe
TUID: 123456789
Address: 1 Tulane Drive
City/State/Zip: New Orleans, LA 70118

NAME OF EVENT, DATE, LOCATION AND DESCRIPTION OF EXPENSE
Name: Underwater Basket Weaving Departmental Meeting
Date: 09-05-19
Location: 500 LBC
Description of Expense: Pizza and soda

Requested by: Jane Doe
Phone Number: 123-456-7890
Email: jdoe1000@tulane.edu

Approved by: Jane Doe

For Office Use Only
Prepared by: ____________________________ Date: ____________ Number: ____________

Tulane University
If the “hold for pickup in SOC” box was checked, students should receive their checks 4-6 weeks after they have submitted their packets to the treasurer.

Checks are printed every Wednesday so if someone is waiting for a check, they can check to see if it’s in the clipboard on Thursday mornings.

If the department incurred the expense for the event, reps must submit an IT on WaveSync.
Speaker Reimbursement: This will be done as an IT through WaveSync as long as the department incurred the expenses.
Please include the following when submitting ITs for honoraria:

- Flyer about event (including date and speaker name)
- Contract
- W-9

Please see the next slides for blanks of contracts and W-9s. These documents can be found on the website.
Speaker: Honorarium

- **STUDENTS/REPS MAY NOT SIGN THIS CONTRACT.**
- It must be signed by someone from Student Affairs.
- This contract must be completed PRIOR to the speaker event/honorarium
Speaker: Honorarium

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**W-9 Request for Taxpayer Identification Number and Certification**

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification: check only one of the following seven boxes:
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C corporation, S corporation, Partnership, Trust/estate, Other)
   - Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)
   - Applies to accounts maintained outside the U.S.

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

Signature of U.S. person

Date

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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MSIC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the W-9 form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding.
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreignto partners’ share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
Please include the following when submitting ITs for Speaker events:

- Flyer about event (including date and speaker name)
- Proof of flight (receipts/boarding passes)
- Proof of lodging (receipts)
- Contract