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.
WaveSync Home 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
- WISE Fall Kickoff - Uptown - Wednesday, September 11 at 4:00PM CDT
- GSSA Fall Welcome Mixer - Friday, September 20 at 3:00PM CDT
- Philosophy Department’s SOWRITE Meeting - Monday, September 23 at 1:00PM CDT

Officers

- ADVISOR: Jennifer O'Brien
- PRESIDENT: Sabrina Kragness
- TREASURER: Hannah Aziz
- SECRETARY: Amanda Reusch
- VICE PRESIDENT: Sophie Delaux

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”
The screen you see after you have clicked on “Events” under 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
Events: Reimbursement Checklist Example (Page 1 of packet)

Reps must bring two (2) copies to treasurer office hours and keep one (1) copy for their own records.

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.

All packets must be paperclipped! ABSOLUTELY NO STAPLES

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. attendee 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 ID #
Address
City/State/Zip

NAME OF EVENT, DATE, LOCATION AND DESCRIPTION OF EXPENSE

Requested by
Approved by
Student Organization Advisor signature

For Office Use Only
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. attendees list
3. Have form signed by your organization adviser.
4. Submit form to the Financial Request Box at the back desk of the Student Organization Center (SOC).

Date: 06-05-19
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
TUD: 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: 06-05-19
Location: 500 LBC
Description of Expense: Pizza and soda

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

Approved by: DO NOT WRITE ON THIS LINE (Jennifer and Mike sign here)

For Office Use Only

Tulane University
LAVIN-BERNICK CENTER for university life
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.
• 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.
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