

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

Q Search Events, Organizations, and News Articles

Student Tailgate now on Brown Field! Check out all the updates [here!](https://bit.ly/2zerf2P)

Invitations Pending	Campus Health	Campus Recreation
Graduate and Professional Student Association	Graduate Studies Student Association	Lavin-Bernick Center for University Life & the Commons
Student Organization Treasurers		

[VIEW MORE EVENTS](#)

🕒 Ended 2 hours ago



LIVE WELL KICKOFF!

THURSDAY, SEPTEMBER 5
11:30 AM - 1:30 PM
LBC Quad

📍 Campus Health

🕒 Ended 2 hours ago



Discussion 2.0 with Zachary Lazar (Equity Thursday)

📅 Thursday, September 5 at 12:30PM CDT

📍 Cudd Hall

👤 Hosted by 2 organizations

🕒 Ended 17 minutes ago



Commons Tour (Students Only)

📅 Thursday, September 5 at 2:00PM CDT

📍 Commons Courtyard Atrium Entrance (...)

👤 Hosted by 2 organizations

🕒 Ended 17 minutes ago



Recruitment Tabling

📅 Thursday, September 5 at 10:00AM CDT

📍 Percival Stern Hall

👤 Theta Tau

5 Things TU Know
Tuesday, September 4, 2019
Posted by Megan Westcott for Lavin-Bernick Center for University Life & the Commons

Welcome to SOAR!
Wednesday, September 4, 2019
Posted by Sarah Jones for Students Organizing Against Racism

OGSD Spectrum: Week 2
Wednesday, September 4, 2019
Posted by Rosheeda Bradley for Office for Gender and Sexual Diversity

5 Things TU Know
Tuesday, September 3, 2019
Posted by Megan Westcott for Lavin-Bernick Center for University Life & the Commons

EMS	
Gibson	
Student Organization Handbook	
Tulane Concerns Report	
Tulane Student Organization Documents	

GSSA page

G Graduate Studies Student Association

Member Since September 2018

⚙️ MANAGE ORGANIZATION

✉️ CONTACT

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

VIEW MORE EVENTS



Math Graduate Student Colloquium

📅 Tuesday, September 10 at 5:00PM CDT
📍 Stanley Thomas 316

G Graduate Studies Student Association



WISE Fall Kickoff -- Uptown

📅 Wednesday, September 11 at 4:00PM C...
📍 Flower 400

👥 Hosted by 2 organizations



GSSA Fall Welcome Mixer

📅 Friday, September 20 at 5:30PM CDT
📍 Kendall-Cram LBC

G Graduate Studies Student Association



Philosophy Department's SOWRITE Meeting

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

G Graduate Studies Student Association

Officers

VIEW FULL ROSTER



ADVISOR

Jennifer O'Brien



PRESIDENT

Sabrina Kragness



TREASURER

Hannah Aziz



SECRETARY

Amanda Reusch



VICE PRESIDENT

Sophie Delsaux

Documents

📄 GSSA Representative Training Document

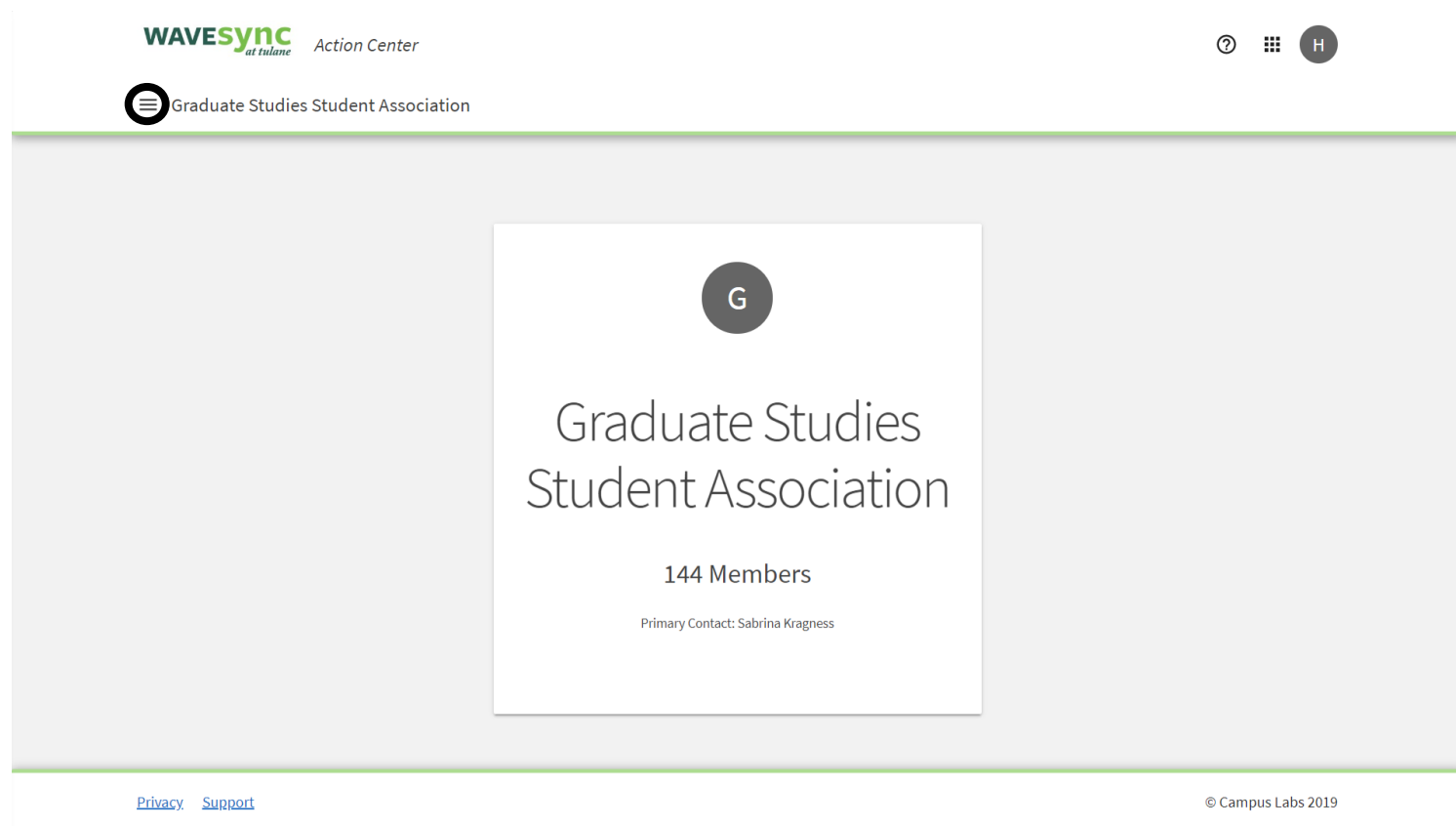


Discussion

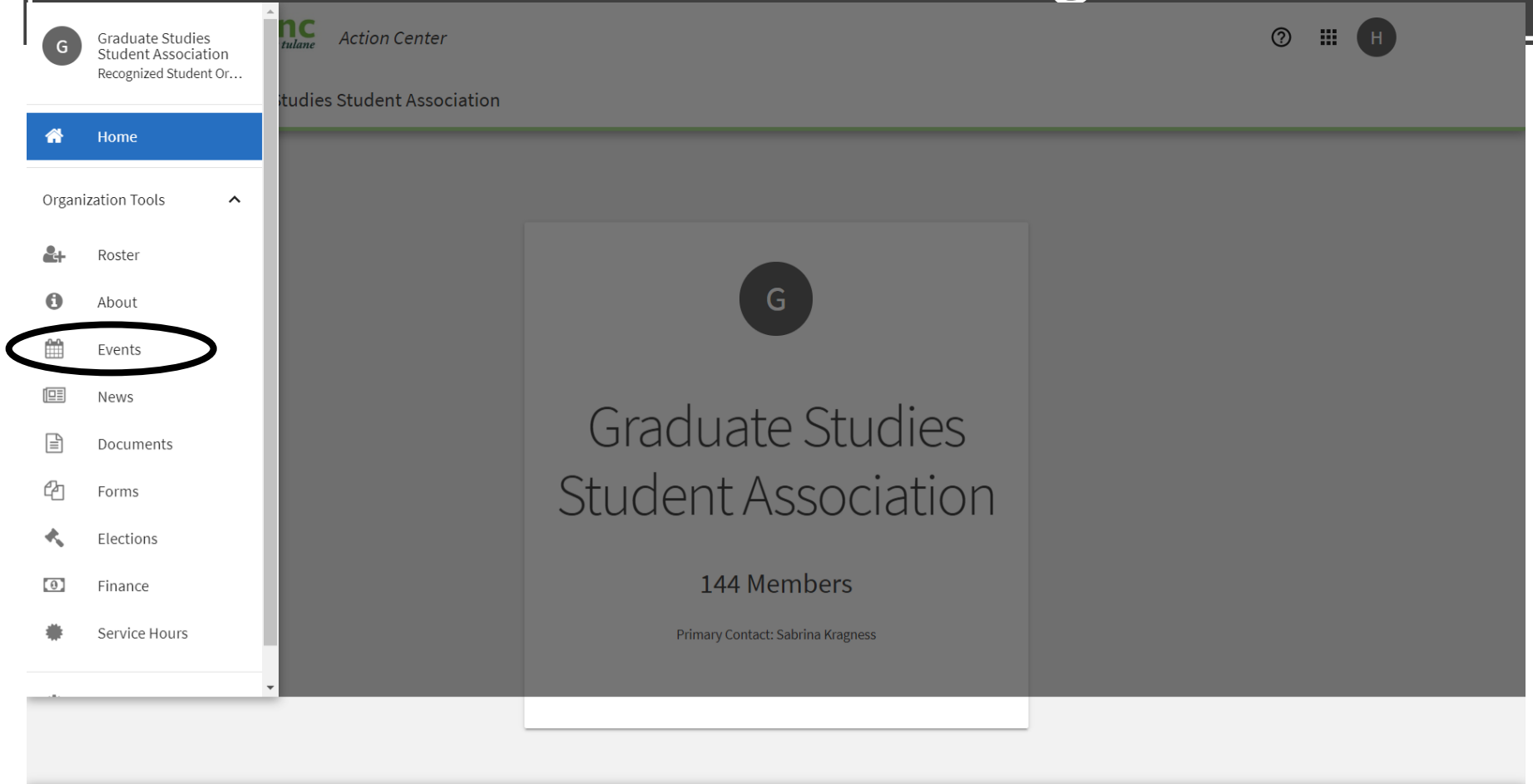


Hannah Aziz

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”

WAVESync Action Center

Graduate Studies Student Association

Manage Events

+ CREATE EVENT

Filter: Approved Status: Current

Name	Status	Start Date	Action
Chemistry Departmental Meeting	Approved	10/2/2019 5:00 PM	Edit Delete
CMB - ATCG Business Meeting	Approved	9/23/2019 6:00 PM	Edit Delete
ESGA monthly meeting	Approved	10/2/2019 12:00 PM	Edit Delete
GSSA Fall Welcome Mixer	Approved	9/20/2019 5:30 PM	Edit Delete
Ling Lunch	Approved	9/24/2019 12:30 PM	Edit Delete
Math Graduate Student Colloquium	Approved	9/10/2019 5:00 PM	Edit Delete
Philosophy Department's SOWRITE Meetin	Approved	12/30/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	9/23/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	9/30/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	10/7/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	10/14/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	10/21/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	10/28/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	11/4/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	11/18/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	11/25/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	12/2/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	12/9/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	12/23/2019 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	1/6/2020 1:00 PM	Edit Delete
Philosophy Department's SOWRITE Meeting	Approved	1/13/2020 1:00 PM	Edit Delete
Philosophy Department's Tuesday SOWRITE Meeting	Approved	10/8/2019 12:30 PM	Edit Delete
Philosophy Department's Tuesday SOWRITE Meeting	Approved	10/15/2019 12:30 PM	Edit Delete
Philosophy Department's Tuesday SOWRITE Meeting	Approved	10/22/2019 12:30 PM	Edit Delete
Philosophy Department's Tuesday SOWRITE Meeting	Approved	11/5/2019 12:30 PM	Edit Delete

Showing 1 - 25 of 48

first | prev | next | last

Privacy support © Campus Labs 2019

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.

Events: Reimbursement Checklist (Page 1 of packet)

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



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.

Events: Reimbursement Checklist Example (Page 1 of packet)

All packets must be
paperclipped!
ABSOLUTELY NO
STAPLES

GSSA Event Reimbursement Checklist

Department: *Underwater Basket Weaving*

Name of Event: *Underwater Basket Weaving Departmental Meeting*

Date of Event: *09/05/2019*

Request Amount: *\$1.00*

- ✓ 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: *Jane Doe*

GSSA Representative Printed Name: *Jane Doe*

Date Signed: *09/06/2019*

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.

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

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

REQUEST FOR ENTERTAINMENT REIMBURSEMENT

1. Complete form. All spaces must be filed.
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).

Check disposition instructions:

- ☐ Hold for pickup in SOC
- ☐ Mail to recipient

Date _____

Organization _____

Amount to be Reimbursed _____

1st Account & Natural Account ____ / ____ Amount _____

2nd Account & Natural Account ____ / ____ Amount _____

FOR REIMBURSEMENT

Person to be Reimbursed _____

TU ID # _____

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 Office Use Only

Processed by _____ Date _____ Number _____

Tulane University

LAVIN-BERNICK CENTER
for university life

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. 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).

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

TU ID # 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 123-456-7890 jdoe1000@tulane.edu

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

Student Organization Advisor signature

For Office Use Only

Processed by _____ Date _____ Number _____

Tulane University

LAVIN-BERNICK CENTER
for university life

Indicate how you would like to receive reimbursement!

Treasurer will complete these lines so leave them blank.

Completely fill out this section. Use your name as you want it on a check. The mailing address should be your personal address, not the department's.

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.

Speaker: Honorarium

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

CONTRACT

This contract is entered into on this _____ day of _____, 20____ by and between the Administrators of the Tulane Education Fund through: _____ (hereinafter referred to as "Tulane") and _____ (hereinafter referred to as "Presenter").

In consideration of the mutual promises and agreements of the parties hereto, as hereinafter set forth, it is agreed to as follows:

1. Presenter shall present a performance as specified below:

- A. Date: _____
B. Number and length of service/performance(s): _____
C. Service/Performance time(s): _____
D. Service/Performance location: _____

2. All equipment necessary for Presenter shall be at the location specified in Paragraph 1D no later than (time) _____ on the date of the service/performance. For performers, and a sound check shall commence at (time) _____.

3. Tulane is not responsible for any equipment not specifically provided for in this agreement.

4. In the event that Presenter is unable to appear or perform as a result of the physical disability of the Presenter (except being under the influence of intoxicating beverages, narcotics or drugs) or act of regulation of public authority, civil tumult, interruption or delay of transporting service, act of God, force majeure or any other cause beyond the control of the Tulane or Presenter, then this agreement shall terminate and the Parties hereto shall be released from any and all obligations to the other.

5. In the event Tulane or Presenter cancels or otherwise breaches this agreement in a manner not enumerated in Paragraph 4 above, the party in breach shall be responsible for the payment of all costs and expenses incurred by the other party in preparation for the performance(s).

6. Tulane agrees to pay Presenter the sum of \$ _____ upon completion of the service/performance(s) specified in Paragraph 1 above. Payment shall be made by University check within 7-10 business days of the performance or service provided).

7. Additional provisions or conditions: _____

8. The Presenter, and each of the Presenter's employees and agents, shall be solely liable for and shall release, protect, defend, indemnify and hold harmless The Administrators of the Tulane Educational Fund, dba Tulane University, its Associated Student Body, and each of its agents, officers, administrators, directors, employees and representatives (individually a "University Indemnified Party" and collectively, "the University Indemnified Parties"), from and against any and all losses, liabilities, claims, damages, actions and expenses (including reasonable costs of investigation and attorneys' fees) (collectively, the "Losses") (i) arising out of or in connection with the Presenter's (or any of Presenter's employees or agents) failure to comply with any and all federal, state, foreign, local, and municipal regulations, ordinances, statutes, rules, laws, constitutional provisions, and common laws (collectively, the "Laws") applicable to the Presenter's performance of this Agreement and/or activities at Tulane, (ii) arising out of or in connection with any unlawful acts, negligent acts, errors, omissions, or willful misconduct on the part of the Presenter's (or any of Presenter's employees or agents), (iii) brought by the Presenter (or any of Presenter's employees or agents), which in any way arises in connection with this Agreement, including, without limitation, Losses for bodily injury, personal injury, death, property damage, or punitive damages regardless of whether caused in whole or in part by negligence or other legal fault of any University Indemnified Party, or (iv) arising out of or in connection with any material breach, default or non-performance pursuant to this Agreement by the Presenter (or any of Presenter's employees or agents). This provision shall survive any completion, expiration or termination of this Agreement.

9. The terms of this agreement shall be construed for all purposes in accordance with the laws of the State of Louisiana.

In Witness Whereof, the Parties hereto have affixed their signatures at New Orleans, Louisiana.

For TULANE UNIVERSITY:

By: _____
(students do not sign here)

G03 Lavin-Bernick Center
Tulane University
New Orleans, Louisiana 70118-5698
(504) 314-2188

For PRESENTER:

By: _____
(students do not sign here)

Name: _____
Social Security #: _____
Address: _____
Telephone: _____

Speaker: Honorarium

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.	
Print or type See Specific Instructions on page 2.	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 ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ 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. ☐ Other (see instructions) ▶ ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate		
	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.)	Requester's name and address (optional)	
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Social security number

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.

or

Employer identification number

Part II Certification

Date ▶

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶

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/fw9.

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-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (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 filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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 foreign partners' share of effectively connected income, and
- 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.

Speaker: Expenses

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