

STUDENT LIFE TRAVEL

1. Student Life Travel (Clubs & Organizations OR Student Life Funded Travel)
 - Full Student Life Travel Packet & all associated documentation outlined in Student Travel Streamlined Procedures



NON STUDENT LIFE FUNDED TRAVEL

NO EXPENSES:

2. College Sponsored Activity (In-District Class Fieldtrips, Free Conferences, etc.)
 - **Faculty/Staff:** P2
 - **Student:** *Agreement for Off Campus College Activity/ Permission for Emergency Treatment*



EXPENSES:

3. Faculty/Staff traveling with students to conferences, seminars, workshops, etc.
 - **Faculty:** P2
 - Travel Authorization
 - Expense Report
 - **Student:** *Agreement for Off Campus College Activity/ Permission for Emergency Treatment*



4. Grant/Externally Funded Travel:
 - **Faculty/Staff:** P2
 - Travel Authorization
 - Expense Report
 - **Student:** *Agreement for Off Campus College Activity/ Permission for Emergency Treatment*



Student Travel Streamlined Procedures

Rationale: A streamlined set of procedures are necessary in order for student travel to be processed in an efficient and timely manner to meet the college requirements, and requires full cooperation from travel requestor:

8 Weeks From Travel Date:

Initial Student Life Review

**ALL IN-STATE EXPENSES MUST NOT INCLUDE TAX
(Tax Exempt Certificate must be submitted at all times of payments)**

- Step 1: **Quotes/Invoices for Expenses** (see below)
Step 2: **Completed Student Travel Packet Draft & Student Delegate Contracts**
Step 3: **Request For Leave of Absence (P2)** (Signed by traveler and their supervisor)
Step 4: **Travel Authorization** (PeopleSoft Form)

Breadcrumbs:

Main Menu --> Financials --> Employee Self-Service --> Travel and Expenses --> Travel Authorizations --> Create/Modify

- Obtain Chartstring from Student Life Director
- All expense types are STUDENT
- Attach Agenda to the Travel Authorization
- Print out the Printable TA and get signatures

ALL STUDENT TRAVEL PERTAINING TO STUDENT ORGANIZATIONS, OR IN NEED OF STUDENT LIFE FUNDS IS SUBJECT TO APPROVAL BY THE PROCEDURES IN PLACE AT RESPECTIVE CAMPUS.

Multi-Campus Travel must be brought to Student Life Director meetings for college-wide consensus. Please allow additional approval time for this.

5 weeks From Travel Date:

Completed Packet and Signature Pathway

A COMPLETED packet includes signatures from Traveler, Traveler Supervisor, Academic Dean if applicable, Student Life Director, Student Services Dean, and College President

Step 6: **Create Cash Advance (Attach signed T-Form and P2)**

Scan Completed Packet and Supplemental Material into MDConnect

CASH ADVANCE IS COMPLETED BY TRAVELER WITH THE INFORMATION FOUND IN THE TRAVEL PACKET.

Breadcrumbs:

[Main Menu](#) --> [Financials](#) --> [Employee Self-Service](#) --> [Travel and Expenses](#) --> [Cash Advances](#) --> [Create/Modify](#)

Cash Advance must be approved by traveler's supervisor.

-Funds will be deposited to traveler's personal bank account to distribute funds to students.

-All unused funds must be deposited back to cash advance chartstring (obtained from Travel Advance and Expenses Form) at Bursar's Office via [Cash Remittance Form](#).

Step 7: **Attend Travel**

SAVE RECIEPTS :(Miscellaneous expenses, transportation expenses and hotel slips. It is the travels responsibility to ensure taxes have not been charged in the state of Florida.)

WITHIN 72 AFTER RETURNING FROM TRAVEL

Step 8: **Create Expense Report on MDConnect**

EXPENSE REPORT MUST BE COMPLETED BY TRAVELER WITH THE INFORMATION FOUND IN THE TRAVEL PACKET AND CORRECT CHARTSTRING INFORMATION PROVIDED AND APPROVED BY STUDENT LIFE DIRECTOR.

Breadcrumbs:

[Main Menu](#) --> [Financials](#) --> [Employee Self-Service](#) --> [Travel and Expenses](#) --> [Expense Reports](#) --> [Create/Modify](#)

- Pull in Travel Authorization
- Delete expenses paid for by Requisition or College Credit Card

(Only items advanced on the Cash Advance needs to be reconciled meal money and miscellaneous items)

- Pull in Cash Advance
- Scan and upload all receipts to be reconciled.
- Scan and upload conference agenda.
- Scan and upload P2
- Scan and upload paper Travel Advance Form
- Scan and upload Burars Receipt for unspent Cash Advance Money

Only items advanced on the Cash Advance needs to be reconciled (meal money and miscellaneous items).

Send ALL Original Receipts to Accounts Payable and Copy to Student Life Director