

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. ENTRY DELEGATION IS NOT NECESSARY

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

CASH ADVANCE V REQUISITION

Processed as Cash Advance:

Please note only meals and miscellaneous items are permitted to be cash advanced. Lodging, Transportation, Fees, and all other expenses must be processed via Requisition.

Meals:

Per agenda and hours of travel. (In accordance with Procedure 3450)

For updated meal amounts and time restrictions refer to Page two in Student Life Travel Packet [STUDENT LIFE MANUAL OF PROCEDURES](#)

Will be provided as Cash advance

Misc.:

If applicable, indicate amount needed (baggage fees, taxi, parking)

SAVE ORIGINAL RECEIPTS

Will be provided as Cash advance

Processed as Requisition: (Requisition → PO → Check)

- Department P-Card is not permissible in most cases and should not be used to substitute in the case of late submissions

Lodging: **

Invoice of confirmed reservations (Include reservation number)

Credit Card Authorization Form Pre-filled (If under \$999 and using College Purchasing Card. *Please note that Requisition may be preferred method of payment. Check with your Student Life Director*)

Transportation: **

Vehicle Reservation Quote or Invoice (Confirmation #)

Airline: Quote (Sojourn Travel Consultant, or Expedia)

Fees: ** (such as Conference Registration)

Submit Invoice/Receipt

Credit Card Authorization Form Pre-filled (If using College Purchasing Card)

Traveler must adhere to the deadlines in order for PROPER form of payment to be used.

COMMON TRAVEL CODES

Out of State

Air	60503001
Baggage	60503002
Bus	60503004
Fuel	60503006
Hotel	60503007
Uber/ Cab	60503008
Meals	60503009

Out of District

Public Transportation	60502008
Bus	60502004
Fuel	60502006
Hotel	60502007
Meals	60502009
Registration	60502015
Other Expenses/Misc	60502011

In District

Public Transportation	60501008
Bus	60501004
Fuel	60501006
Hotel	60501007
Meals	60501009
Registration	60501015
Other Expenses/Misc	60501011
Car Rental	60501003
Mileage	60501010