



Student Travel Streamlined Procedures





**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 SLD MEETINGS FOR
COLLEGE-WIDE CONSENSUS.**



Student Life Initial Review

8 Weeks From Travel Date:

Initial Student Life Review includes reviewing the documents in Steps 1-5

Step 1: Quotes /Invoices

Collect Quotes and Invoices

ALL IN-STATE EXPENSES MUST NOT INCLUDE TAX

(Tax Exempt Certificate must be submitted at all times of payments)

Step 2: Travel Packet

Complete the Student Life Travel Packet Draft
including Student Delegate Contracts

Step 3: P2

Complete Request For Leave of Absence (P2)

This should be signed by you and your supervisor



REQUEST FOR LEAVE OF ABSENCE AND REIMBURSEMENT

NAME _____ DATE _____

MDID NUMBER _____ CATEGORY OF OUT-OF-COUNTY TRAVEL

DEPARTMENT NAME _____ QUAL # _____

BEGINNING DATE _____ ENDING DATE _____

STATUS DEPARTMENT TEL. # _____

CHECK TYPE OF DUTY OR LEAVE: INSERT # OF DAYS/HOURS IN LEAVE CATEGORY
(Department will report hours in Time & Attendance)

HOURS

TEMPORARY DUTY TRAINING

SUBSTITUTE REQUESTED

* CONSULTING WITHOUT PAY

[View Procedure 3400](#)

EXPLANATION OF REQUEST: CONFERENCE, CONVENTION OR OTHER (DO NOT USE ABBREVIATIONS OR ACRONYMS)
CONFERENCE/CONVENTION NAME: _____

DESCRIPTION: _____

Employee must state benefits accruing to MDC. (Ref. Procedure 3400)

SPONSOR: _____

LOCATION: _____

Signature of Employee _____

RECOMMENDED FOR APPROVAL:

Chairperson/Supervisor	Associate Dean/Director	Dean	Campus President/Vice Provost or Designee	College President or Designee
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

If no travel expenses are requested, indicate organization or person paying actual expenses. (Require Name or Agency)

Request for reimbursement while on official business for Miami Dade College

Account # _____

DO NOT COMPLETE FOR LEAVE W/O EXPENSES	(ACTUAL)	Estimated Expenses	Actual Expenses
Common Carrier/Teleticket #			
Mileage			
Vicinity Mileage/Auto Rental			
Per Diem			
Lodging			
Meals			
**Registration (Include Advance)			
Other: Specify (Taxi, Toll, Parking etc.)			
Total			

Time Temporary Duty started _____ Date: _____ Time Temporary Duty Ended _____ Date: _____

I hereby affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties.

APPROVED:

Signature of Supervisor _____

Signature of Traveler _____

*Explanation or leave plan needed. **If meals are a part of the registration fee, they must be included under the meals section and deducted from the registration fee.

[Reset](#)

Travel Reimbursement (except mileage and tolls) must be submitted to Accounts Payable - Kendall/ Rm. 9254

Request For Leave of Absence & Reimbursement Form

- Identify Category of Travel
- Identify Type of Duty, or Leave
- Calculate Hours
- Complete Form
- Submit to Supervisor for Signature

Step 4: Travel Authorization

Complete in MDConnect:
Travel Authorization Form
(Signed by requestor)

8 Weeks From Travel Date: Initial Student Life Review

- Quotes/Invoices for Expenses
- Completed Student Travel Packet Draft & Student Delegate Contracts
- Request For Leave of Absence (P2 with signatures)
- Travel Advance and Expenses (Signed by requestor)
- Travel Authorization Form (in MDConnect)



5 weeks From Travel Date: Completed Packet and Signature Pathway

A COMPLETED packet includes the following signatures:

- Requestor
- Requestor's Supervisor
- Academic Dean (If Applicable)
- Student Life Director
- Student Services Dean
- Senior Director of Administration and/or Campus President



Step 5: Cash Advance

After Signature Pathway Has Been Completed:

Complete Cash Advance Request in MDConnect

Financials → Employee Self-Service → Travel and Expenses → Cash Advances → Create/Modify

(Attach signed T-Form and P2)

Cash Advance:

Only meals and miscellaneous items are permitted to be cash advanced.

-**Please note**, other expenses such as Lodging, Transportation, Fees, and all other expenses must be processed via **Requisition** unless otherwise specified by the Student Life Director.



Cash Advance: Meals & Misc.

Meals:

- Amount determined 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 (Direct Deposit).

Misc.:

- If applicable, indicate amount needed (baggage fees, taxi, parking).
- SAVE ORIGINAL RECEIPTS.
- Will be provided as Cash advance (Direct Deposit).



MDConnect: Cash Advance Cont.

- Cash Advance must be approved by requestor's supervisor.
- Funds will be deposited to requestor's personal bank account to distribute funds to students.
- All unused funds must be deposited at Bursar's Office with Cash Remittance Form using the appropriate Chartstring information.
- Chartstring may be obtained from the submitted Travel Advance and Expenses Form



Other Expenses

Processed as Requisition:



- Lodging
 - Transportation
 - Fees
-
- Requisition Request
 - Purchase Order (PO)
 - Check

Department P-Card is not permissible in most cases and will not be used as substitute in the case of late travel packet submissions.

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



Other Expenses: L/T/F

Items Needed for Lodging, Transportation and Fees.

I. 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*).

II. Transportation:

- Vehicle Reservation Quote or Invoice (Confirmation #).
- Airline: Quote (Sojourn Travel Consultant, or Expedia).

III. Fees: (such as Conference Registration)

- Submit Invoice/Receipt.
- Credit Card Authorization Form Pre-filled (If using College Purchasing Card with advanced approval).



Step 6: Travel

----ATTEND TRAVEL----

Please remember that you are a full time chaperone while away. Any student issues should be communicated to the Student Life Director and Dean of Students.

SAVE RECIEPTS!

Miscellaneous expenses, transportation expenses and hotel slips. It is the requestor's responsibility to ensure taxes have not been charged in the state of Florida.

Step 7: Expense Report

Within 72 Hours Post Travel

Create Expense Report in MDConnect

**Financials----Employee Self-Service----Travel and Expenses----
Expense Reports----Create/Modify**

Expense Report

- Expense report must be completed by requestor with the information found in the travel packet and correct chartstring information provided and approved by Student Life Director.



Expense Report

- 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 receipts for each line item to be reconciled.



Finish Line!

- ❑ Send ALL Original Receipts to Accounts Payable and
- ❑ Copy of ENTIRE packet to Student Life Director.



RESOURCES





SOJURN TRAVEL CONSULTANTS



Luz Chaoui
Travel Specialist

[Sojourn Travel Consultants](#)

5775 Blue Lagoon Drive

Suite 100

Miami, FL 33126

[\(305\) 266-3333](tel:(305)266-3333)

www.sojourns.com

luz@sojourns.com



Out of State Travel Codes

Air	60503001
Baggage	60503002
Bus	60503004
Fuel	60503006
Hotel	60503007
Uber/ Cab	60503008
Meals	60503009
Other Expenses/Misc	60503011



Out of District Travel Codes



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

IN District Travel Codes

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



Travel Authorization Tips

- Complete Info
- Attach Quotes
- Payment Type:
 - College P-Card
 - Direct Deposit
 - Personal Credit Card
 - Prepaid PO
- Billing Type:
 - Billable
 - Internal

General Information

*Description Authorization ID NEXT
*Business Purpose Comment
Default Location Attachments
*Date From *Date To

Accounting Defaults More Options GO

Details Personalize | Find | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type	
<input type="checkbox"/>	STUD PARKING	10/11/2017	40.00	USD		Direct Depo	BILLABLE	Detail
	<input type="text"/>						<input type="text"/>	
	<input type="text"/>						<input type="text"/>	
	<input type="text"/>						<input type="text"/>	

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Authorized Amount	40.00 USD
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Update Totals

I certify that this travel authorization form is a fair estimate for necessary expenses in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College

Save for Later Submit Create A Cash Advance Project Summary View Printable Version



How to complete a Travel Authorization



Travel Authorization Continued

All Expense Types
are STUDENT

General Information

*Description: Authorization ID: NEXT
*Business Purpose: Comment:
Default Location: Attachments:
*Date: *Date To:

Accounting Defaults: More Options: GO

Details

Select	*Expense Type	*Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type	Detail
<input type="checkbox"/>	STUD PARKING	10/11/2017	40.00	USD		Direct Depo	BILLABLE	Detail
	<input type="text"/>						<input type="text"/>	<input type="text"/>
	<input type="text"/>						<input type="text"/>	<input type="text"/>
	<input type="text"/>						<input type="text"/>	<input type="text"/>

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Authorized Amount	40.00 USD
-------------------	-----------

Update Totals

I certify that this travel authorization form is a fair estimate for necessary expenses in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College

Save for Later Submit Create A Cash Advance Project Summary View Printable Version

Click DETAILS for
the additional
information that is
needed

Travel Authorization Continued

Complete
Information then
click

ACCOUNTING
DETAILS




Create Travel Authorization

Authorization Detail for STUD MEALS (Line 1)

Lauren Adamo

Authorization ID NEXT

About This Expense

*Date  Attachments

*Payment Type

*Billing Type

Number of Days

*Description

*Daily Amount USD

*Total Amount USD

Accounting Detail

[Check Expense For Errors](#)

[Return to Travel Authorization Entry](#)

Travel Authorization Continued

Create Travel Authorization

Accounting Detail

Lauren Adamo

Authorization ID NEXT

This is the accounting detail for expense type STUD MEALS with a transaction date of in the amount of 0 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

Accounting Summary

Amount	*GL Unit	Oper Unit	Fund	ICS	Dept	Campus\Center	Account	Course	Bud Ref	PC Bus Unit	Project
0.00	MDC01				300470						

Add ChartField Line

OK


Enter Chartsting information provided by SL Director

How to complete a Cash Advance



CASH ADVANCE

Create Cash Advance



 Save for Later

Lauren Adamo

*Business Purpose

*Advance Description


Reference

-  User Defaults
-  Import ATM Advances









Cash Advance ?

 View Printable Version

 Notes

 Attachments

*Source	Description	*Amount	Currency	Apply Tax
<input type="text" value="CASH ADVANCE"/>	<input type="text" value="Meal Money"/>	<input type="text" value="520.00"/>	USD	<input type="checkbox"/>  
<input type="text" value="CASH ADVANCE"/>	<input type="text" value="Parking Fees"/>	<input type="text" value="40.00"/>	USD	<input type="checkbox"/>  
<input type="text" value="CASH ADVANCE"/>	<input type="text" value="Gas Money"/>	<input type="text" value="50.00"/>	USD	<input type="checkbox"/>  
Totals				

Advance Amount 610.00 USD

I certify that this cash advance form is a fair estimate for necessary advances in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College.





How to complete a Expense Report



Pull in Travel Authorization

Secure | https://myreportfororacleoutsourcing.com/pspp/withmdu/EMPLOYEE/EMR/ADMIN/EXPENSE_FUNCTIONS/EXPENSE_SHEET/WEB/STREET_ID=TRAVEL/PAE-EXP...
Favorites Main Menu > Financials > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify Home Sign out

Miami Dade College
New Window | Help | Personalize Page

Create Expense Report Save for Later | Summary and Submit

Lauren Adamo ? Actions Associate Travel Authorization GO

*Business Purpose CONFERENCE Default Location ATLANTA
*Report Description Reconcile CA # Attachments
Reference STU_ACTVTY

Expenses ?
Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
		254 characters remaining		0.00	USD

Expand All | Collapse All Totals (0 Lines) 0.00 USD

Delete everything that was pre-paid by college via p-card and PO

Pull in Cash Advance

Favorites ▾ Main Menu ▾ > Financials ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > Create/Modify Home | Sign out

Miami Dade College

New Window | Help | Personalize Page

Create Expense Report

Save for Later | Summary and Subm

Lauren Adamo ⓘ Actions **Apply/View Cash Advance(s)** **GO** ←

*Business Purpose Default Location Attachments

*Report Description Reference

Expenses ⓘ

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill


*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text" value="254 characters remaining"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Totals (0 Lines) 0.00 USD

Expand All | Collapse All Totals (0 Lines) 0.00 USD

Pull in Cash Advance cont...

Favorites ▾ Main Menu ▾ > Financials ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > Create/Modify

 Miami Dade College

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		<input type="text" value="0.00"/> USD

Total Advance Applied 0.00 USD
Totals (0 Lines) 0.00 USD
Total Due Employee 0.00 USD



Meal Money Allocation



Meal Money Allocation

- ◆ Breakfast: \$6.00 (when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
- ◆ Lunch: \$11.00 (when travel begins before 12:00 noon and extends beyond 2:00 p.m. Manual of Procedures – Procedure 3450 Page 3 of 4)
- ◆ Dinner: \$19.00 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)