MANUAL OF PROCEDURE

PROCEDURE NUMBER:	3450	**PAGE** 1 of 4
PROCEDURE TITLE:	Travel Advances for Estimated Expenses Pertaining to Student Activity and Athletic Funds	
STATUTORY REFERENCE:	FLORIDA STATUTE 112.061 and 240.311(3)(n)	
BASED ON POLICY:	III-l College Business Affairs	
EFFECTIVE DATE:	November 6, 1980	
LAST REVISION DATE:	October 11, 2005	
LAST REVIEW DATE:	October 11, 2005	

I. PURPOSE

A. To provide the administrative process for requesting, approving, and issuing payments for estimated travel expenses for faculty, staff, and students participating in student activities and athletic-sponsored or scheduled events that will be paid from athletic or student activity and service funds. It also provides for the accountability of advanced funds upon the completion of the travel.

B. The following forms are to be used:

1. Form FM-A-2 Travel Advance and Expenses for Student Service Monies(hereafter referred to as Travel Advance Form)

2. Form FM-A-2A Certification for Receipt of Meals Form

3. Form SSC-A-1 Agreement for Off-Campus College Activities.
These forms are available on the Business Affairs website.

II. PROCEDURE

A. General Items

1. In accordance with Florida Statutes, travel advances for estimated expenses may be made to faculty members, staff, and students participating in student activities and athletic sponsored or scheduled events, when expenses are to be paid by athletic or student activity and service funds.

2. Students must be accompanied by and travel with an approved faculty or staff member. Approval must be made in advance of travel and documented by a fully executed P-2 Form, Request of Leave of Absence and Reimbursement, as outlined in Procedure 3400.

3. Students leaving campus on a College-sponsored trip must submit a signed Agreement for Off Campus College Activity prior to the associated travel. The signature of a parent or guardian is required if student is under eighteen (18) years of age.

4. College Procedures for the reimbursement of authorized travel expenses are established in accordance with Section 112.061, Florida Statutes, and are outlined in Procedure 3400. Accordingly, travel expenses incurred by faculty, staff, and students participating in student activities and athletic-sponsored events are subject to provisions of Procedure 3400, as well as those outlined in this Procedure.

4. To ensure proper recording of travel expenditures in accordance with the Accounting Manual for Florida's Public Community Colleges, the College has assigned the 60506 General Ledger Code to all travel involving student activities.

B. Request for Advance and Approval of Travel Expenses:

1. Faculty and staff members serving as coach or sponsor will complete Part A. of the Travel Advance Form, entitled Request for Advance, listing details and breakdown of estimated expenses whether or not a cash payment in advance of these expenses is being requested. The form will be signed by the requestor and delivered to the following individuals for approval:

   a. To the Campus Director of Student Life and Dean of Student Services when it is an event sponsored by student activity and service funds; or the Director of Intercollegiate Athletics when it is a student athletic activity.

   b. For all travel requests in this area, the Campus President must sign each Travel Advance Form and Request for Leave of Absence and Reimbursement (P-2) for the faculty or staff member. There will be no delegation of signature authority in this area.

   c. Estimating Meal Allowance for student-related travel: Estimating expenses for meals for students who are attending off-campus events will be made accordance with the following table:

Breakfast:	$3.00	(when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
Lunch:	$6.00	(when travel begins before 12:00 noon and extends beyond 2:00 p.m.

Dinner: $12:00 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)

(1) In addition to these amounts, a Postgame Meal allowance not to exceed a rate of $9.00 may apply to athletic events funded with athletic funds. The meal allowance is shown as a separate line item on the Travel Advance Form.

d. Estimating Mileage for student-related travel: Estimating mileage expense for students approved for driving to off-campus events within the State of Florida will be made in accordance with the following:

(1.) The traveler will be entitled to a mileage allowance at the rate of 29 cents per mile plus tolls and parking charges, if any.

(2.) All mileage will be shown from the point of origin to point of destination and, when possible, will be computed on the basis of the official Department of Transportation map.

(1) Approval for travel by private vehicle shall be made in advance of the trip. The area head or designee shall certify that the traveler has:

i. a valid driver's license
ii. a valid car registration
iii. insurance requirements as stated in Procedure 3400
iv. completed the Agreement For Off-Campus College Activity, Form SCC-A-1.

2. When a cash payment in advance of anticipated travel expenses is requested, the originating department will prepare a Disbursement Request after obtaining the required approval signatures in accordance with this Procedure. The Director of Student Life, Dean of Student Services, or Director of Intercollegiate Athletics will forward the original approved Travel Advance Form and Disbursement Request to Accounts Payable for payment processing. The originating department will retain a copy of the Travel Advance Form and complete Part B., entitled Accounting of Monies Advanced, upon the requestor's return from travel.

a. When a travel advance is involved, the requestor must secure an approved P-2 Form, Travel Advance Form, and Disbursement Request well in advance of travel dates to provide sufficient time for payment processing. When possible, requests for travel advances should be received in Accounts Payable no less than two weeks prior to the approved travel date.

3. Accounts Payable will edit the Disbursement Request, as appropriate, and process the payment. Central Accounting will issue a check in the name of the requestor for the approved amount, and file a copy of the Disbursement Request and Travel Advance Form for later reconciliation. Upon issuance of travel advance payments, Central Accounting will prepare a journal entry to record an accounts receivable

pending an accounting of these monies. Actual expenditures will be itemized in Part B. of the Travel Advance Form, and must be supported by original receipts upon the recipient's return from travel.

C. Accountability of the Advanced Funds

1. Upon completion of the travel, the requestor will complete Part B. of the Travel Advance Form and attach original receipts for expenditures incurred by the requestor. Supporting documentation must include Form FM-A-2A, Certification for Receipt of Meals Form, when monies were advanced for estimated meal allowances for accompanying students.

   a. If line 8.a. of the completed Travel Advance Form shows a balance due to the requestor, he or she will sign the Form and request a reimbursement for this amount. The originating department will initiate a Disbursement Request payable to the requestor and forward supporting documentation to Accounts Payable for payment processing.

      (1) Accounts Payable will edit the Disbursement Request, as needed, and process the payment upon receipt of the Travel Advance Form and supporting documentation. Central Accounting will issue a check to the requestor, and process the journal entry to clear the accounts receivable that was recorded in the amount of the cash advance issued to traveler.

   b. If line 8.b. of the completed Travel Advance Form shows an excess balance to be returned to the College by the requestor, he or she will return unused monies to the Campus Bursar and obtain a dated Miscellaneous Receipt for the amount deposited. The requestor will then indicate the receipt number and date on line 8.b., and forward the signed Travel Advance Form, original receipts for expenditures incurred by the traveler, and Miscellaneous Receipt from the Bursar to Central Accounting for processing.

      (1) Central Accounting will reconcile this documentation with the initial advance request, and process the journal entry to clear the accounts receivable that was recorded in the amount of the cash advance issued to traveler.

