

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Student Travel	
	<b>NUMBER:</b> FIN-ACP-004	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 9/8/2009	<b>REVISION DATE:</b> N/A

➤ **Purpose:**

To document the steps required for students traveling to sport events and specific trips as determined by College curriculum and student activities. In general, the laws and regulations for employee travel are also applicable for student travel.

➤ **Definitions:**

**Internal Account Travel Expense Form:** Form to be completed (sign-off form) along with a check request if funds are being requested for meals. This form is then used to collect student signatures when distributing funds. This form is available in the Travel Office.

**Requisition:** An electronic document, which requires accurate accounting information for the commitment, a description of the material and/or service, the quantity, date, and estimation of cost.

**Student Signature List:** Each student team or group member must sign this list prior to travel.

**Travel Recap Sheet for Student Travel/Reconciliation:** A reconciliation in a defined format form used to recap all requisitions converted to Purchase Order, Disbursement Requests, cash and purchasing card usage for each trip involving students. This form is available in the Travel Office.

➤ **Responsibility:**

**Board of Trustees:** Approves all out-of-country travel.

**Chaperones:** Coaches, Advisors, or College personnel that have been designated as responsible for the safety and well-being of students and the trip arrangements. The Chaperones are also held accountable for all expenses.

**Supervisors:** Responsible for completing all approvals to travel.

**Travel Agency:** The College contracts with a preferred travel agent for maximum savings, convenience and efficiency.

**Travel Office:** Responsible for monitoring all travel related expenses and advising on procedures. The Travel Office also pays monthly grouped charges to airlines and car rental agencies. The Travel Office does not arrange trips.

➤ **Procedure Details:**

1. Team Sports or student group trip: Coach or Advisor must have students complete and sign Student Signature List in advance of team travel. When traveling coaches will either: 1) obtain student signatures for cash allowances for meals as handed out during travel that may function as third-party receipts when sign-off forms are properly completed or 2) obtain actual third-party/vendor receipts. A current Student Signature List must be on file with the Travel Office for verification purposes before travel begins.
2. The Coach or Advisor requests vendor payments for expenses such as lodging and registration through the normal departmental requisition process (see Purchasing Procedures FIN-PUR-001). College preferred vendors for local high capacity van rental or car rental agencies may be obtained from Purchasing Department. The College's preferred travel agent should be used whenever possible. The travel agent will bill the College. The Purchasing Department will approve the travel agent to release tickets when all appropriate authorization forms are on file for each trip.
3. The Coach or Advisor completes a request for an advance to obtain funds for miscellaneous student expenses and forwards it to Accounts Payable.
4. The Coach or Advisor completes a leave form and forwards it to the Travel Office before departure (Employee Travel Procedure: [FIN-ACP-005](#)).
5. At the conclusion of the trip, the Coach or Advisor deposits unused student travel funds with the campus cashier, assembles all receipts and student sign-off forms, completes a Travel Recap Sheet for Student Travel and forwards all items to the Travel Office. These items must be submitted to the Travel Office within five (5) days after returning from the trip.
6. The Travel Office reviews all submitted items and reconciles expenses by accounts to all reconciliations presented. Any questions are answered by College staff that acted as Chaperones, not students.

➤ **References:**

Accounting Manual for Florida's Public Community Colleges:

[http://www.palmbeachstate.edu/documents/Finance/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/documents/Finance/State_of_FL_Acctg_Manual.pdf)

Florida Statutes: Chapter 112.061

<http://www.flsenate.gov/Statutes>

Florida Statutes: Chapter 1001.64

<http://www.flsenate.gov/Statutes>

College Board Policies: 6Hx-18-2.12

<http://intranet.pbcc.edu/boardpolicies/policies/section2/2.12.pdf>

6Hx-18-4.41

<http://intranet.pbcc.edu/boardpolicies/policies/section4/4.41.pdf>

6Hx-18-5.81

<http://intranet.pbcc.edu/boardpolicies/policies/section5/5.81.pdf>

6Hx-18-4.331

<http://intranet.pbcc.edu/boardpolicies/policies/section4/4.331.pdf>