

Student Organization Travel Procedures
A Guide for Student Organization Advisors and Members
When Student Fee Funds Are Not Utilized
(Club Account Funds Use Only)

Student organizations intending to travel and/or participate in an event requiring a registration fee (i.e. conference/seminar) must comply with the travel student fee funding request procedures herein contained.

1. Student organization representatives are to schedule an initial meeting with their respective campus Student Life coordinator at least one month prior to the scheduled travel and/or conference starting date.
2. The initial meeting between the respective Student Life coordinator and the student organization representatives is intended to:
 - a) Permit student organization representatives an opportunity to provide details relative to travel/conference participation (dates, location, purpose, etc.), to ask questions about the travel procedure. Also, to determine a date and time for a second meeting with the Student Life coordinator at least two weeks prior to the scheduled travel and/or conference starting date; and
 - b) Provide the Student Life coordinator an opportunity to review the travel procedure as well as what is needed to fulfill their provisions, to distribute and review the required travel/conference participation documents and to respond to any organization questions.
3. As for the second meeting between the respective campus Student Life coordinator and the student organization representatives, the student representatives must submit the following completed documents and supporting materials. They are as follows:
 - a) A “Prior Approval for Travel” form that includes an attached list of student participants with student ID numbers, a brief explanation of the purpose for the travel, the costs associated with event which should be itemized per student participant and in case of housing – per room/per number of days and as a total for the group, the other college department or the MATC Foundation who are financially supporting the event, the total amount from the respective funding source(s) and the signature of the student organization’s advisor.

Note: A “Prior Approval for Travel” form must be submitted each time a student organization travels or participates in an event requiring a registration (i.e. conference) accompanied by the required documentation identified in #2);

- b) A banking record of the student organization college account highlighting all financial activity for the previous six months and their current account balance – available upon request from the Office of Student Life (need to make the request 48 hours before needed);
- c) (If applicable) documentation of any additional sources of funding not reflected in their college account to include the title of the funding source (e.g. MATC Foundation), the amount approved and the condition governing the disbursement of the funds;
- d) Backup documentation (e.g. conference/seminar promotion or registration material) providing details (program description/purpose, dates, times, location, registration and housing costs, etc.) relative to the event for which funds are being requested;
- e) A copy of the minutes for student organization meeting during which the event participation was discussed that includes the meeting date, members present, a synopsis of the discussion and voting results;
- f) An “Event Registration Form” detailing the event and signed by the student organization’s designee and their advisor.

The Student Life coordinator will review the before mentioned documents and supporting materials to insure that they are complete and in compliance with all requirements. If any of the document or supporting materials are incomplete or in non-compliance and the issue(s) cannot be resolved during the current meeting, a follow-up meeting must be scheduled within 48 hours of the second meeting.

- 4. The student organization is responsible for generating each “Request for Payment applicable for legitimate organization travel and/or conference participation expenses when they are to be paid in full by the student organization from their college account.

Each “Request for Payment” form must include among the other information the student organization’s college account number and amount requested and signatures or a student officer (originator) and advisor (supervisor).

The supporting documents that must be attached to each “Request for Payment” are:

- a) Backup documentation relative to the travel and/or conference as detailed in #3d;
- b) A billing statement, receipt or cost sheet from each individual vendor itemizing the various charges/costs for their services;

Note: Most vendors who do not provide billing statements or receipts prior to the use of services, list their rates on the internet (e.g. greyhound, shuttle service) and a printout of these rates can be used in lieu of formal billing statement or receipt.

- c) The minutes of the student organization meeting at which the organization discussed and approved the travel/conference participation; and
 - d) A copy of the “Prior for Travel” form relative to the travel and/or conference along with the list of student participants and their ID numbers.
5. All “Request for Payments” associated with the student organization’s travel/conference travel expenses and generated by the student organization along with supporting documents for each (see #4 a-d) are to be submitted to the respective campus Student Life coordinator as soon as they are completed for verification before forwarding to the college Business Office.
 6. Following the completion of the student organization’s travel/conference participation, the organization must submit a “Travel Reimbursement Form” itemizing all actual expenses associated with the travel/conference participation plus receipts for each expenditure.
 - When actual expenses are less than prepaid items and advances, (e.g. college checks) the student organization must reconcile the overpayment.

Example: If the projected total travel/conference participation expense was \$2,000 but the actual total expenditure was only \$1,600, the student organization would have to reimburse its college account \$400.

- When actual expense is more than prepaid items and advances, the organization must determine how they wish to address the shortfall. If the shortfall will be met by the personal contribution of the advisor, member or members of the organization, the student organization must determine whether or not to reimburse the individual(s) involved and then how to do it (e.g. generate a check from their campus account). The student organizational minutes must reflect how reimbursement is to be allocated.

Note: The use of Privately owned Vehicles is strongly discouraged.

Subject to Change

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