

## STUDENT GROUP TRAVEL CARD POLICY AND PROCEDURES

Student group travel credit cards are authorized for student group travel only. In order to obtain a credit card for student group travel, it will be necessary to check out a Student Group Travel Card. Expenses authorized on the cards will be student meal, lodging, onsite registration, admission, transportation and certain miscellaneous expenses. Student athlete medical expenses incurred while in travel status paid on the student travel card should be charged against the appropriate account when reconciling the monthly ProCard charges. Student athlete medical expenses are typically paid from budgeted 290 funds within the appropriate sport account with expense code (832); however, if expense exceeds budget limits the expense should be paid from the appropriate Auxiliary Athletic account. Other expenses authorized on the card will be Coach/Sponsor meals and lodging **only when accompanying students who are participating in authorized student activity travel. Coach/Sponsor must stay at the same hotel and eat at the same restaurant with students.**

**Violations of this policy may result in action from suspension of the card, to “write-up” attached to personnel file to loss of job and/or criminal prosecution.**

1. Coach or Sponsor will fill out Part 1 of a **Student Group Travel Card Request Form**. Coach or Sponsor will estimate expenses for the trip and sign the form and obtain the signature of the Approver. Coach or Sponsor will submit the form to the Card Manager.
2. The approval signatures signify approval of the funding and expenditure for the trip.
3. Card Manager/Approver will review estimated costs to make sure there is available budget to cover the trip. The Card Manager will review form to make sure approval has been obtained.
4. The Card Manager will **log out the credit card** to the Coach/Sponsor. Coach/Sponsor must sign the log to transfer responsibility of the card.
5. **Coach/Sponsor MUST keep all itemized receipts of expenditure** to turn in with trip reconciliation.
6. A roster of students who participated in the trip and faculty/staff who participated in the trip must be included with reconciliation.
7. Reconciliation will consist of:
  - a. Completed Student Group Travel Card Request Form
  - b. All receipts to back up charges claimed on the form must be attached to the back of the form.
  - c. Participant roster must be attached to the reconciliation which must include the student names who actually went on trip.
  - d. Part 2 of the Student Group Travel Request Form must be filled out.
  - e. Signatures of Coach/Sponsor must be on bottom of the form
8. No personal items can be charged to the Student Group Travel Card.
9. **It is the Coach/Sponsor’s responsibility to stay within budget for the student group travel.** If the pre-approved budget for the trip is exceeded, the sponsor may be responsible for the amount that exceeds the approved request.
10. The Coach/Sponsor will reconcile the Student Travel Card Request Form and attach all receipts, rosters of students who attended the event and appropriate

brochures. The completed form will be signed by the coach/sponsor and by the budget director.

11. The completed form and the credit card will be turned in to the Card Manager upon returning from the trip.
12. The Card Manager will verify the reconciliation.
  - a. Check transactions for accuracy and compliance.
  - b. Add state object code and charge out transactions in Paymentnet to correct gl account number.
  - c. Verify that all trip transaction receipts are attached to the Student Group Travel Card Request Form.
  - d. Verify all approval signatures.
  - e. Verify that there is enough budget to cover the expense before sending the reconciliation to the Purchasing Office with the procard statement.
13. Reimbursing a Coach/Sponsor for out of pocket expenses:
  - a. Fill out the SPONSOR REIMBURSEMENT FOR OUT OF POCKET EXPENSES portion of form
  - b. Attach receipts for out of pocket expenses to a **copy** of the form.
  - c. If no receipts are available, a memo, signed by the coach/sponsor must be attached describing the expense.
  - d. The copy of the Student Travel Card Request Form with the request for coach/sponsor reimbursement must be signed by the budget director or travel approver.
  - e. Copy of the form and receipts must be presented to Auxiliary Services for reimbursement.
14. All reconciliations for the month will be attached to the card statement printed by the card manager on the 1<sup>st</sup> of every month. Statements and reconciliations will be sent to the Purchasing Office by the 5<sup>th</sup> of the month.