



Office of Finance & Administration  
(719) 389-6782

## Field Trips Steps to Rebate Meal Plan Funds

There are several units across campus that use the Field Trip process:

- Outdoor Education/ORC field trips – student led trips
- Academic Department field trips – primarily the natural sciences areas Service field trips – done through the Center For Service and Learning Overseas field trips – Short in duration, not block length
- Athletics field trips – these tend to be away games

Who cannot use the Field Trip procedures:

- Students going on personally organized trips not under the auspices or supervision of a college affiliated department.
- Any class intending to use meal plan funds whose duration is three days or less.

There are several ways that Field Trip student meals are paid for. This tends to vary according to which department is taking the trip.

A. Trip leader prepays vendor, or pays for food him or herself during the trip.

**Immediately after the trip** – Please submit a Concur request for reimbursement with **the receipt** and the **Field Trip Sign-Up Sheet** to be used as the invoice attachment.

Be sure to accurately record who did and did not go on the trip. Sometimes students will sign up and then not go. The receipt(s) will be divided by the number of students who signed up and went and the student meal plan or Gold Card + or student account (in that order) will be charged up to \$20.00 per day. (Remember meal plan funds can only be used for trips longer than 3 days)

B. Trip Leader takes a cash advance (requested through Concur) please indicate in the line description or as a comment that this is a field trip cash advance as well as the dates of the trip.

1. *The trip leader calculates how much is needed and **requests the cash advance ten days in front of the trip.** To do this;*

- Determine how many students are going on the trip. Of those, determine who has meal plan Tiger Bucks or is willing to be charged Gold Card + dollars or have their Student Account charged. Attain the student's signatures on the Field Trip Sign-Up Sheet authorizing a charge. According to Bon Appetite – Meal Plans this year are refunding at a maximum of \$20.00 per day.

This means your calculation will be:

- o Number of students x daily rate (this year it's \$20.00) x days on the trip = amount of cash advance. Determine how much you would like to use. You can request less than \$20.00 per day. Whatever amount you arrive at should be the same for all students on the trip.
- The Cash Advance payment will be made directly to the Trip Leader using Concur to initiate the payment. Be certain to submit your Field Trip Sign-Up sheet with the Concur request. (proceed with step two and three)

If you have already gone on the trip and are simply looking for a reimbursement please move on to step three.

2. *Choose how you plan to spend or distribute the funds while on the trip.*

- Option 1:  
The cash may simply be delivered directly to the students using the Student Receipt Sheet available at the end of this document. This sheet records that that students have received the cash. This is by far the easiest option and is often used by groups going overseas or athletics but doesn't work in all scenarios.
- Option 2:  
The cash may be pooled for group food purchases. Our Natural Sciences and Service groups tend to favor this option. If you choose this option, you'll need to submit a Summary Travel Expense Log with the receipts for the expenses and return whatever cash is left over against the advance. This assumes that you have already turned in your Field Trip Sign-Up Sheet with the original cash advance request.

3. *At the end of the trip – to clear your cash advance – turn in your receipts and remaining cash or the **signed Student Receipt Sheet** if you chose that option – to the Controller's Office in Spencer Center 2nd Floor. This clears the cash advance. Request any refund if overspent through Concur.*

- At this stage we charge the students. This should be based on how much you spent. We are authorized to charge up to \$20.00 per day per student.
- If you have spent P-Card funds on the trip you'll need to let us know what the charges are so we may factor that into the calculation. It is separate from the cash advance process.

That's all there is to it. When the student meal plan and/or accounts are charged we'll journal the difference back against your department.

Notes:

- In cases where Professors take classes off campus, we do allow more than one cash advance to be taken at a time. In this instance the Professor would take one for the Meal Plan rebate provided the trip is longer than three days, and another for his or her per diem if that is what they'd like to do. For details on how per diem's work please refer to the following [link](#).
- Students who are not on a meal plan may elect to contribute up to \$20 per day toward the cost of meal. This amount will be charged against either their Gold Card+ or their Student Account. Students not on meal plans who wish to make other arrangements for their meal expenses should notify the professor of their intentions, and should not be included in the amount requested for this cash advance.

**FORMS APPENDED**

The first is the Student Receipt Sheet

- You'll use this option if you are simply choosing to hand the students the cash. Turn this form in to clear the cash advance.

The second is the Gold Card "Field Trip Signup Sheet"

- This sheet authorizes us to charge their gold card account or their student account. You can turn this in either before the trip or after the trip, whichever is easiest for you. We will need this form before we can charge the Gold Card and do the credit to your department.

If you have any questions regarding this process, please contact Jen Keefer at x6782.

*(See Forms next page)*

*Turn this form in to clear the cash advance if you choose to sign over the cash to the students.*

## **COLORADO COLLEGE** **STUDENT RECEIPT SHEET**

Sample Form for distributing cash to students in lieu of group meals. Original signatures required, please do not submit photocopies. This form \*is\* considered to be the receipt – no further receipts required. There is a maximum of \$25.00 per day per student. When used for Meal Rebates for field trips the maximum is \$20.00. This form is for student distributions only. Faculty and Staff should use Per Diems or Actuals.

Class Description: \_\_\_\_\_

Date: \_\_\_\_\_ Number of Days \_\_\_\_\_

<b>Student Name Please Print</b>	<b>Amount</b>	<b>Student Signature</b>

Instructor/Coach Printed Name: \_\_\_\_\_

**Instructor/Coach Signature:**

*Turn this form in with the original cash advance request or with the reimbursement request if the trip has already been taken or prepaid.*

**FIELD TRIP SIGN-UP SHEET**

Class or Group: \_\_\_\_\_

Professor or Leader: \_\_\_\_\_

Department: \_\_\_\_\_

Departure Days: \_\_\_\_\_

Trip Duration (Days): \_\_\_\_\_

By signing below, you authorize the Gold Card Office to deduct not more than twenty Tiger Bucks (20 TBx) from your meal plan per day, which will be transferred into an aggregate sum, either Cash or Check, and issued to the above Professor or Leader in advance of the trip or in reimbursement. The purpose of the funds is to use them to pay for your meals while on the field trip. Meals purchased for the trip in advance of the trip will have to be paid for even if you do not attend.

If you are not on a meal plan, your signature grants the Gold Card Office permission to post a charge against your Gold Card Plus dollars or Student Account for the same purpose.

Please print legibly below.

	<b>ID NUMBER</b>	<b>NAME</b>	<b>SIGNATURE</b>
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