

**Field trips**  
**Steps to Rebate Meal Plan Funds**  
**(rev)10/24/08**

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. – In this case, after the trip a copy of the receipt would be submitted to Sean Dorobiala along with the Field Trip sign up sheet. 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 account will be charged up to \$20.00 per day.

B) Trip leader takes students out, pays for the meals, and asks for reimbursement. Proceed much the same way as above, except that you'll need to fill out a check requisition for any funds the trip leader is out of pocket and provide copies of any charges that were paid on Pcard. Submit these to Sean along with the Meal Plan sign up sheet. The students will be charged (and the dept. credited) the total of the receipts, divided by the number of students up to \$20.00 per student.

C) Trip Leader takes a cash advance. See below.

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

- Determine how many students are going on the trip. Of those, determine who has meal plan funds. Attain the student's signatures on the Field Trip document appended at the end of this sheet authorizing a charge to their Gold Card. According to the Gold Card Office - Meal Plans this year are refunding at a maximum of \$20.00 per day. This means your calculation will be;
- $\text{Number of students} \times \text{daily rate (this year it's } \$20.00) \times \text{days on the trip} = \text{amount of cash advance.}$  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 check will be cut directly to the Trip Leader using a check requisition. Be certain to submit your Field Trip Meal Plan sheet with the check requisition.

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 signature sheet available at the end of this document. The signature sheet records that that students have received the cash. This is by far the easiest option and is often used by groups going overseas 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 return receipts for the expenses and return whatever cash is left over against the advance.

*3. At the end of the trip turn in your receipts and cash or the student signature sheet. This clears the cash advance. Request any refund if overspent. If you did not take a cash advance starting the trip just submit a check requisition for any money spent out of pocket.*

- 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. The ideal scenario is that the student account and meal plan charges credited cover the amount actually spent on the trip.
- If you have spent Pcard 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, 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.  
<http://www.coloradocollege.edu/business/documents/TravelGuidelines-Meals.htm>
- Students who are not on a meal plan may elect to contribute up to \$20 per day toward the cost of meals; this amount will be charged against 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/Meal pack out - 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 either Sean Dorobiala, Staff Accountant at x6132, or Joan Taylor, Senior Accountant at x6057.



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 Date: \_\_\_\_\_  
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. 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 Student Account for the same purpose.

Please print legibly below.

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