**Modesto Junior College** **Associated Students**

**Student Trips**

**Prepared by: MJC Business Services**

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**Student Trip Procedures**

## Student Organization Travel Planning and Approval

Student organizations travel for many reasons: philanthropy, retreats, conferences, competitions, and for fun! However, it is important to remember that travel is a high-risk activity. With proper risk management, the ASMJC registered student organizations can reduce the risks associated with travel. Sponsored student organizations need to work with their advisor and sponsoring department to travel.

These travel policies are designed to ensure that ASMJC and the registered student organizations adequately consider and plan for the activities involving travel. There are specific steps students must take before they travel, depending on their travel destination.

**NOTICE:** *Out-of-the-State trips require additional steps such as obtaining YCCD Board Approval. Please contact MJC President’s Office for the required documentation, at least, two months prior to the scheduled trip.*

**Travel Related Forms Required by YCCD and ASMJC Office**

YCCD and the ASMJC Office require the following paperwork to be completed prior to a trip (***Completed forms should be retained by the ASMJC Office****. If the forms cannot be downloaded, paper copies are available at the ASMJC Office):*

1. A completed Activity Sheet
2. A completed Non-Instructional Field Trip
3. A completed Fund Transfer Request Form(*If required*)

**In addition**: *The traveling organization must make appropriate travel arrangements with MJC Facilities and Events Office prior to the trip. For more information, contact Sherri Suarez at (209)575-6020.*

**IMPORTANT:** ***Completing the above paperwork is solely the responsibility of the ASMJC. Business Services will not be responsible for any delays/cancellations caused by a student organization’s failure to complete the required paperwork.***

**Purpose of the Travel Request Form**

The Travel Request Form (Page 28) is to be used for all trips outside of the District. Permission must be secured ***BEFORE*** the trip is made. Travel arrangements are not to be made until the form is approved by assigned signers. Travel Request Forms missing the required signatures will be returned to the ASMJC Office. Business Services will not be responsible for any delays caused by the Student Organization’s failure to submit a complete form. Please allow Business Services two weeks for processing the payment.

**IMPORTANT:** ***The Travel Request Form must be used for all expenditures related to a single Trip.***

**Documentation Needed for a Travel Request Form**

1. Copy of Minutes (*Please include budget breakdown*).
2. Original Invoices/Confirmations/Conference Registration.
3. Original Receipt for Reimbursements (refer to #8 below).
4. An Event Itinerary, Event Program/Event Flyer (*if applicable*).

**Travel Request Form Procedures:**

1. All Travel Request Forms mustbe pre-numbered
2. All original documents will be kept at Business Services.
3. The Travel Request Form must be prepared far enough in advance to allow for obtaining the required signatures.
4. The traveling organization must determine the method of travel and obtain authorization from the District’s Facility and Events Office prior to any payment.
5. The traveling organization must have the Travel Request Form approved by the following individuals:
   * 1. Unit Manager(staff/advisor’s direct manager)
     2. ASMJC President/Designee
     3. ASMJC Advisor ( *a designated certificated employee*)
     4. Vice President of Student Services
6. Prepayments are made for lodging at hotels, airfares, cash advances, conference fees, transportation, etc.
7. A confirmation number is required to prepay a reservation.
8. The advisor for the traveling organization is responsible for submitting the final invoices and original detailed receipts to MJC Business Services ***five business*** ***days after the conclusion of the trip***.
9. A list of the students and the advisor attending a conference must be submitted to MJC Business Services with the conference registration form.
10. Commercial airfare will normally be processed through the prepay method. However, if an employee personally pays the air travel, an original receipt is required for reimbursement. An employee may be reimbursed for airfare prior to the trip using the Reimbursement method.
11. If the total amount of the trip is greater than the estimated cost of the trip, the traveling organization needs to obtain additional minutes prior to the final reimbursement.
12. The ASMJC Advisor must sign the form prior to the final reimbursements.
13. A travel cash advance, using the Travel Request Form, for student trips may be for any dollar amount as long as documentation supports the amount.
14. Staff/advisors can use the funds from a travel cash advance to pay for the student’s daily meals per diem of $40.00, except for travel days, when meals will be reimbursed at $30.00 per day *(per diem’s daily limits does not apply when the meal is covered by the event).*

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| **TRAVEL REQUEST FORM INSTRUCTIONS** | |
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| **1.** | **Advisor Name**: Enter the Name or Name of Advisor(s) traveling with the group |
| **2.** | **Organization/Club:** Enter the name of traveling organization |
| **3.** | **Purpose of the Trip:**  Enter the purpose of you trip as it is mentioned on the minutes |
| 4. | **Date Originated**: Enter the date the Form was filled |
| **5.** | **Destination**: Enter the Destination of the trip |
| **6.** | **Date(s) of Trip**: Enter the round trip dates of the trip. |
| **7.** | **Time Leaving**: Enter the time of your departure. |
| **8.** | **Estimated Time of Return:** Enter the expected time of return from the trip. |
| **9.** | **Estimated Cost of** Trip: Enter the dollar amount approved in the organization's minutes. |
| **10.** | **Type of Transportation requested**: Indicate the type of transportation will be used for the trip. |
| **11.** | **Special transportation accommodations**: Indicate the need for any special accommodations for the trip. |
| **12.** | **Pick up location**: Indicate the campus and the pick-up location. |
| **13.** | **School Vehicle Available**: The Facilities Office must indicated whether there is a school vehicle available |
|  | for the requested trip and then must sign in the provided box. |
| **14.** | **Approvals**: The traveling organization must obtain all required approvals prior to any payment. |
| **15.** | **Prepay Information**: |
|  | **A- Date Needed**: Provide the date the payment needs to be made. |
|  | **B- Prepay Description**: Provide the description of the payment. |
|  | **C- Payee/Vendor-Name & Address**: Provide the payee's name and remittance address. |
|  | **D- Amount**: Enter the dollar amount of the payment. |
| **16.** | **Reimbursement Information**: An advisor might be reimbursed for certain expenditures such as airfare, |
|  | mileage and any unexpected incidentals. *An original receipt is required for any reimbursement.* |
|  | **A- Payee/Vendor-Name & Address**: Provide the payee's name and remittance address |
|  | **B- Amount**: Enter the dollar amount of the payment |
| **17.** | **Signatures**: Each recipient of the Reimbursement must sign this section of the Form. |
| **18** | **Amount**: Enter the amount requested. |
| **19.** | **Date:** Enter the date the reimbursement was requested. |
| **20.** | **Account Number(s)**: An account number must be provided |
| **21.** | **Amount**: Enter the dollar amount. |
| **22.** | **ASMJC Advisor Final Approval**: ASMJC Advisor approval is required for the final reimbursement. |

