

Group Travel

For the purpose of this document, group travel is defined as “travel involving more than one traveler with reimbursable expenditures, but only one travel expense reimbursement voucher will be submitted”. Examples of group travel would be the baseball team, the debate team, and other student groups.

Notes:

1. Group travel is subject to all travel rules and regulation. Please see travel tips document located on the G-Drive.
2. A travel advance form must be completed for each travel date and will indicate the estimated amount of money needed for travel (gasoline, meals, lodging, etc.). Attach a list of all potential travelers.
3. A meals receipt document will list all of the potential travelers. Those individuals not traveling will have their names lined out.
4. The faculty member will announce, to everyone making the trip, the amount of money they will receive for their meals for that particular trip.
5. Travelers will receive their meal money prior to departure from the campus (on overnight trips, money will be disbursed at the beginning of each day). Upon receiving the money allocated for meals, the individual will do the following:
 - a. Sign his name adjacent to his pre-printed name.
 - b. Write the date in the indicated space.
 - c. Write in the amount of money received in indicated space.
6. The individual disbursing the money will certify that the money has been disbursed to each traveler. There will be a signature line after the statement “I certify that all funds listed above were distributed to the individuals who signed for them”.
7. The travel voucher will be completed in accordance with established travel regulations and the meals receipt document will be attached for reconciliation of funds used for meals.
8. If the cost of meals were paid directly (to the eating establishment) by the faculty member, follow the same procedures as in #4 except in step C, the player will indicate the number of meals provided. The faculty member is still required to provide an **ITEMIZED ORIGINAL PAID RECEIPT** (a credit card receipt is not acceptable) that indicates the number of people served.

If you have any questions, please call Accounting Services at 797-5392.