

**State Center Community College District
FIELD TRIP/STUDENT TRAVEL SUMMARY**

TRIP # _____

PLEASE TYPE OR PRINT

PROGRAM NAME				BUDGET NUMBER (MULT BUDGETS ATTACH 2ND PAGE)	
EVENT				LOCATION	
DATE(S)		DEPARTURE TIME	RETURNED TIME	EXPENDITURES LIMITED TO: STATE DISTRICT	
PLANNED NO. OF PEOPLE ATTENDING	STUDENTS	FACULTY/STAFF	OTHER	EXPLAIN OTHER	
ACTUAL NO. PEOPLE ATTENDED	STUDENTS	FACULTY/STAFF	OTHER	EXPLAIN DIFFERENCE BETWEEN PLANNED & ACTUAL (ATTACHED 2ND PAGE IF NEEDED)	

EXPENSES PRE-PAID BY THE DISTRICT

ITEM	REQUISITION #	PAYEE	AMOUNT	RETURNED/UNUSED		OFFICE USE
				<input type="checkbox"/> YES	AMOUNT	
AIRLINE FARE				<input type="checkbox"/> YES		
LODGING, HOTEL, ETC.				<input type="checkbox"/> YES		
CONFERENCE REGISTRATION				<input type="checkbox"/> YES		
TICKETS				<input type="checkbox"/> YES		
CASH PAID TO STAFF				<input type="checkbox"/> YES		
OTHER				<input type="checkbox"/> YES		
SUBTOTAL DISTRICT PAID ITEMS						

EXPENSES PAID BY THE EMPLOYEE (POST TRIP REIMBURSEMENT)

EMPLOYEE	T&C/REQUISITION #	DESCRIPTION	AMOUNT	OFFICE USE
SUBTOTAL EMPLOYEE PAID ITEMS				

RECAP EXPENSES

CERTIFICATION

TOTAL DISTRICT PAID EXPENSES	+	AMOUNT	COMPLETED BY NAME	EXT.
TOTAL EMPLOYEE PAID EXPENSES	+		I certify that the above explanation of the expenditures is correct and in compliance with District and/or Grant regulations that fund this program.	
RETURNED ADVANCED CASH	-			
RETURNED NON-CASH ITEMS, i.e. tickets, etc.	-	ENTER VALUE	Signature of Program Director	Date
TOTAL TRIP EXPENSE	=			

A. FORM INSTRUCTIONS

- 1 This form does not replace the submission of any other required forms.
- 2 The Field Trip/Student Travel form should be completed within 30 days after the event has taken place.
- 3 All sign-in sheets must have the student's printed name, ID number, and full signature (no initials).
- 4 Submit the completed form with the supporting documentation:
 - Sign-in Sheets
 - Copy of Requisitions
 - Copy of T&C Requests
 - Actual Receipts
 - Business Office Receipt for Returned Cash & other non-cash items

B. ADVANCED CASH TO STAFF/ EXCESS ITEMS

- 1 All employees who are advanced cash for field trips/student travel must accept full personal liability of such funds.
- 2 Employee must follow all District and/or Grant rules and regulations regarding allowability of such funds. Any non-allowable expense will result in a personal liability of the employee.
- 3 All excess cash or non-cash items (i.e. tickets, etc.) **MUST** be returned to the campus business no later than **ONE** business day following the return of the trip. Cash/non-cash items should have either trip description, trip number, or GL number to abate the cash to. The business office will issue the employee a receipt for the funds and any non-cash items.

C. MEALS

- 1 All cash given to students for meals must not exceed the per diem rate set by the most restrictive agency (District or Grant rules), **AND** must follow all rules regarding allowability as described above in B2.
- 2 Any cash given to students **MUST** be signed as received by the student.
- 3 In lieu of giving cash to the students, staff may purchase meal(s) on the student's behalf. An itemized receipt **MUST** be attached **AND** all staff in attendance **MUST** be included. The total amount cannot exceed the maximum limit per person. Employees **MUST** forgo the flat per diem when meal(s) are purchase on the student's behalf.
- 4 Cash advance for employee meals is not allowed, unless prior authorization has been obtained.