ALL STUDENT TRAVEL PERTAINING TO
STUDENT ORGANIZATIONS, OR IN NEED OF
STUDENT LIFE FUNDS IS
SUBJECT TO APPROVAL
BY THE PROCEDURES IN PLACE AT
RESPECTIVE CAMPUS.

MULTI-CAMPUS TRAVEL MUST BE
BROUGHT TO SLD MEETINGS FOR
COLLEGE-WIDE CONSENSUS.
8 Weeks From Travel Date:

Initial Student Life Review includes reviewing the documents in Steps 1-5
Step 1: Quotes /Invoices

Collect Quotes and Invoices

ALL IN-STATE EXPENSES MUST NOT INCLUDE TAX

(Tax Exempt Certificate must be submitted at all times of payments)
Complete the Student Life Travel Packet Draft including Student Delegate Contracts
Step 3: P2

Complete Request For Leave of Absence (P2)

This should be signed by you and your supervisor
Request For Leave of Absence & Reimbursement Form

- Identify Category of Travel
- Identify Type of Duty, or Leave
- Calculate Hours
- Complete Form
- Submit to Supervisor for Signature
Step 4: Travel Authorization

Complete in MDConnect:
Travel Authorization Form
(Signed by requestor)
Quotes/Invoices for Expenses

Completed Student Travel Packet Draft & Student Delegate Contracts

Request For Leave of Absence (P2 with signatures)

Travel Advance and Expenses (Signed by requestor)

Travel Authorization Form (in MDConnect)
A COMPLETED packet includes the following signatures:
- Requestor
- Requestor’s Supervisor
- Academic Dean (If Applicable)
- Student Life Director
- Student Services Dean
- Senior Director of Administration and/or Campus President
Step 5: Cash Advance

After Signature Pathway Has Been Completed:
Complete Cash Advance Request in MDConnect

Financials ➔ Employee Self-Service ➔ Travel and Expenses ➔ Cash Advances ➔ Create/Modify

(Attach signed T-Form and P2)
Cash Advance:

Only meals and miscellaneous items are permitted to be cash advanced.

*Please note,* other expenses such as Lodging, Transportation, Fees, and all other expenses must be processed via **Requisition** unless otherwise specified by the Student Life Director.
Meals:
• Amount determined per agenda and hours of travel. (In accordance with Procedure 3450).
• For updated meal amounts and time restrictions refer to page two in Student Life Travel Packet STUDENT LIFE MANUAL OF PROCEDURES.
• Will be provided as Cash advance (Direct Deposit).

Misc.:
• If applicable, indicate amount needed (baggage fees, taxi, parking).
• SAVE ORIGINAL RECEIPTS.
• Will be provided as Cash advance (Direct Deposit).
• Cash Advance must be approved by requestor’s supervisor.

• Funds will be deposited to requestor’s personal bank account to distribute funds to students.

• All unused funds must be deposited at Bursar’s Office with Cash Remittance Form using the appropriate Chartstring information.

• Chartstring may be obtained from the submitted Travel Advance and Expenses Form
Other Expenses

Processed as Requisition:

- Lodging
- Transportation
- Fees

- Requisition Request
- Purchase Order (PO)
- Check

Department P-Card is not permissible in most cases and will not be used as substitute in the case of late travel packet submissions.

Requestor must adhere to the deadlines in order for PROPER form of payment to be used.
Items Needed for Lodging, Transportation and Fees.

I. Lodging:
   • Invoice of confirmed reservations (Include reservation number).
   • Credit Card Authorization Form Pre-filled (If under $999 and using College Purchasing Card. Please note that Requisition may be preferred method of payment. Check with your Student Life Director).

II. Transportation:
   • Vehicle Reservation Quote or Invoice (Confirmation #).
   • Airline: Quote (Sojourn Travel Consultant, or Expedia).

III. Fees: (such as Conference Registration)
   • Submit Invoice/Receipt.
   • Credit Card Authorization Form Pre-filled (If using College Purchasing Card with advanced approval).
Step 6: Travel

---ATTEND TRAVEL---

Please remember that you are a full time chaperone while away. Any student issues should be communicated to the Student Life Director and Dean of Students.

SAVE RECEIPTS!

Miscellaneous expenses, transportation expenses and hotel slips. It is the requestor’s responsibility to ensure taxes have not been charged in the state of Florida.
Step 7: Expense Report

Within 72 Hours Post Travel

Create Expense Report in MDConnect

Financials----Employee Self-Service----Travel and Expenses----Expense Reports----Create/Modify
Expense Report

• Expense report must be completed by requestor with the information found in the travel packet and correct chartstring information provided and approved by Student Life Director.
Expense Report

- Pull in Travel Authorization
- Delete expenses paid for by Requisition or College Credit Card (Only items advanced on the Cash Advance needs to be reconciled meal money and miscellaneous items)
- Pull in Cash Advance
- Scan receipts for each line item to be reconciled.
Finish Line!

- Send ALL Original Receipts to Accounts Payable and
- Copy of ENTIRE packet to Student Life Director.
RESOURCES
<table>
<thead>
<tr>
<th>Out of State</th>
<th>Travel Codes</th>
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<tbody>
<tr>
<td>Air</td>
<td>60503001</td>
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<tr>
<td>Baggage</td>
<td>60503002</td>
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<td>Bus</td>
<td>60503004</td>
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<tr>
<td>Fuel</td>
<td>60503006</td>
</tr>
<tr>
<td>Hotel</td>
<td>60503007</td>
</tr>
<tr>
<td>Uber/ Cab</td>
<td>60503008</td>
</tr>
<tr>
<td>Meals</td>
<td>60503009</td>
</tr>
<tr>
<td>Other Expenses/Misc</td>
<td>60503011</td>
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## Out of District Travel Codes

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
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<tr>
<td>Bus</td>
<td>60502004</td>
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<tr>
<td>Fuel</td>
<td>60502006</td>
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<td>Hotel</td>
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<td>Meals</td>
<td>60502009</td>
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<tr>
<td>Registration</td>
<td>60502015</td>
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<tr>
<td>Other Expenses/Misc</td>
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<td>IN District Travel Codes</td>
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<td>----------------------------------------------</td>
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<tr>
<td>Car Rental</td>
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<tr>
<td>Mileage</td>
<td>60501010</td>
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</table>
Travel Authorization Tips

- Complete Info
- Attach Quotes
- Payment Type:
  - College P-Card
  - Direct Deposit
  - Personal Credit Card
  - Prepaid PO
- Billing Type:
  - Billable
  - Internal
How to complete a Travel Authorization
Travel Authorization Continued

All Expense Types are STUDENT

Click DETAILS for the additional information that is needed
Travel Authorization Continued

Complete Information then click ACCOUNTING DETAILS
Travel Authorization Continued

Create Travel Authorization

Accounting Detail
Lauren Adamo

Authorization ID: NEXT

This is the accounting detail for expense type STUD MEALS with a transaction date of and the amount of 0 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

<table>
<thead>
<tr>
<th>Amount</th>
<th>GL Unit</th>
<th>Oper Unit</th>
<th>Fund</th>
<th>ICS</th>
<th>Dept</th>
<th>Campus/Center</th>
<th>Account</th>
<th>Course</th>
<th>Bud Ref</th>
<th>PC Bus Unit</th>
<th>Project</th>
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<td>MDC01</td>
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</table>

Add ChartField Line

OK

Enter Chartstring information provided by SL Director
How to complete a Cash Advance
CASH ADVANCE

Create Cash Advance

Lauren Adams

* Business Purpose: SEMINAR
* Advance Description: SGA Conference

Reference: STU_ACTIVITY

User Defaults
Import ATM Advances

Cash Advance

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>*Amount Currency</th>
<th>Apply Tax</th>
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<tbody>
<tr>
<td>CASH ADVANCE</td>
<td>Meal Money</td>
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<tr>
<td></td>
<td>Parking Fees</td>
<td>40.00 USD</td>
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</tr>
<tr>
<td></td>
<td>Gas Money</td>
<td>50.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

Advance Amount: 610.00 USD

I certify that this cash advance form is a fair estimate for necessary advances in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College.

Submit Cash Advance
How to complete an Expense Report
Pull in Travel Authorization

Delete everything that was pre-paid by college via p-card and PO
Pull in Cash Advance
Pull in Cash Advance cont...
Meal Money Allocation
Meal Money Allocation

- **Breakfast:** $6.00 (when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
- **Lunch:** $11.00 (when travel begins before 12:00 noon and extends beyond 2:00 p.m.)
- **Dinner:** $19.00 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)