

# STUDENT TRAVEL PROCEDURE

## I. PURPOSE

The **Student Travel Procedure** supports the SLCC College Community in maintaining:

- Safety of Students,
- Safety of Staff, Faculty, Coach, or other SLCC Representative,
- Adequate emergency preparedness,
- Compliance to financial regulations, and
- Alignment with Risk Management.

The College utilizes Chrome River to request financial approval/ reconcile costs and SLCC Groups to request approval from the applicable parties and store details required for emergency preparedness. The form in SLCC Groups will ask for T number assigned after completing a Pre-Approval in Chrome River. The workflow document can be found under the “Procedure” section of this document.

Links to supplemental information is located under “Additional Resources”. For additional questions, please contact the Business Office, Risk Management, VP of Student Affairs, and/or the applicable Department.

## II. ADDITIONAL RESOURCES

### A. Accounts Payable Travel Policy and Procedures

<http://www.slcc.edu/accounts-payable/travel.aspx>

### B. Appropriate Expense Summary

<http://i.slcc.edu/controller/docs/appropriateexpensesummary.pdf>

### C. Chrome River Manual and FAQ

<http://i.slcc.edu/purchasing/chrome-river/training-materials.aspx>

### D. Emergency Management Policy

[http://www.slcc.edu/policies/policies/finance\\_and\\_administration/2.5.020.aspx](http://www.slcc.edu/policies/policies/finance_and_administration/2.5.020.aspx)

### E. Incident Report Form

<http://sasbot.slcc.edu/webforms/riskmanagement/incidentreport/incidentform.aspx>

### F. In-State Travel Request Form

<http://www.slcc.edu/risk-management/docs/driver-safety-training/in-state-hov-travel-request-form-fillable.pdf>

### G. Motor Vehicle Policy

[http://www.slcc.edu/policies/policies/finance\\_and\\_administration/2.2.030.aspx](http://www.slcc.edu/policies/policies/finance_and_administration/2.2.030.aspx)

### H. Out-of-State Travel Request

<http://www.slcc.edu/risk-management/docs/driver-safety-training/out-of-state-travel-request-form-fillable.pdf>

### I. SLCC Mileage/ Motor Pool Authorization Form

<http://www.slcc.edu/risk-management/docs/driver-safety-training/motor-pool-authorization-form.pdf>

### J. Small Dollar Purchase Guidelines

<http://i.slcc.edu/controller/docs/smalldollarpurchaseguidelines.pdf>

### K. Study Abroad Emergency Handbook

<http://www.slcc.edu/studyabroad/faculty.aspx>

### L. Travel Reimbursement Policy

[http://www.slcc.edu/policies/policies/finance\\_and\\_administration/2.1.100.aspx](http://www.slcc.edu/policies/policies/finance_and_administration/2.1.100.aspx)

### **III. STUDENT TRAVEL BASICS FOR PLANNERS**

#### **A. Preapproval in Chrome River**

- i. A travel preapproval must be obtained for any travel that uses college funds (employee, student, student group or team travel, etc.). The T# represents approved travel. The T# is created for the employee leading travel but enables approval for the whole student travel group.
- ii. If multiple Students are included in the preapproval, the S#'s need to be indicated.
- iii. If a Student is travelling on their own, without a College Employee, a travel preapproval (T#) is required.
- iv. If it is necessary for a student to receive cash-advance for meals, it must be requested through Chrome River by the SLCC Employee. The SLCC Employee leading travel will disperse and track funds and must ensure the student signs that money has been received; it is considered per diem. Reconciling is required to account for all funds.

#### **B. State Travel Transportation**

- i. Call State Travel Office 801-538-3350 to book airfare and provide the T# created for the Employee Advisor or if choosing to purchase ticket on you own, an airline quote from State Travel Office must be obtained for the business only portion of travel for comparison. Policy states that travel can only be reimbursed up to the lowest airfare quote.
- ii. Use the T# associated with the Employee who is travelling with the Club or Department to book airfare for the trip leader and students through State Travel Office.

#### **C. Travel Expense Reports in Chrome River**

- i. When an overnight trip is complete, A Travel Expense Report must be completed in Chrome River to document all expenses and amounts to be reimbursed; or in some cases, amounts to be paid back to the College.
- ii. All travel must be finalized on a Travel Expense Report within 10 business days of the return from trip for Travel reimbursement. Please be sure to attach all back-up receipts with the Travel Expense Report. The Travel Expense Report will be electronically approved by the BCM and all other required approvers.
- iii. For students that have received a cash advance but NOT seeking additional reimbursements: A single Travel Expense Report must be submitted that will include all students who received cash advances names and S#s, a copy of the conference/travel agenda, and airfare itinerary (if applicable.)
- iv. For students that have received a cash advance AND seeking additional reimbursements: A Travel Expense Report must be completed for the student seeking additional reimbursement (submitted via the employee T#).
- v. For students with no cash advance and not seeking any reimbursements: No Travel Expense Report is needed for the student, unless a T# was established for the student.
- vi. If an Employee agrees to be reimbursed for less than the current authorized amounts, the agreement must be documented in writing prior to the trip. This agreement should be retained with the other pre-planning materials supporting the travel, and a copy attached to the Travel Expense Report.

#### IV. PROCEDURE

Programs may have specific variants of the flow chart below. For example, approvers may vary.

##### Process Summary

1. Request financial travel approval by submitting a preapproval in Chrome River
2. Submit travel form for review by submitting a request in SLCC Groups through the correct Group form
  - a. Travel form includes travel itinerary, emergency names, contact numbers, and other details for emergency preparedness.
  - b. After travel has been cleared through the Office of the VP of Student Affairs, notification will be sent to Public Safety and Purchasing.
3. If travel plans changed, contact SLCC Groups Approvers to adjust the request

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Note, Individual Student Travel does not use SLCC Groups. The process steps may vary depending on the Group traveling.

#### Student Travel Procedure

