

Student Group Travel

Before the Travel

Out-of-state travel submit at least **45 business days in advance**

In-state travel submit at least **30 business days in advance**

I. Purchasing Card (P card)

- A. Staff/faculty will complete the application and agreement for a P card through eTreive for a p-card that will be used as they arrange their travel.

II. Student Pre-Travel Approval Request:

- A. In preparation for submitting the Student Pre-Travel Approval Request, the staff/faculty will download and complete the templates required for your trip.
 1. List of travelers - required for all travel
 2. Flight itinerary - required if using air transportation
 3. Ground itinerary - required if using ground transportation
 4. Travel budget - required for all travel
 5. Lodging – required for overnight travel
- B. The staff/faculty will submit a Student Pre-Travel Approval Request through Campus Groups. The documents listed above will need to be uploaded in the request form.

III. Student Pre-Travel Approval Request:

The staff/faculty traveling with the student group will submit a Student Pre-Travel Approval Request through Campus Groups that includes:

- A. itinerary of the trip (Template provided)
- B. list of all travelers (Template provided)
- C. budget (Template Provided)

IV. Creating T Number:

The staff/faculty traveling with the student group will create a T number through Chrome River for the student group and one for each staff/faculty traveling.

Pre-approval for Student Group

- A. This pre-approval may be created under the Advisor, Administrative Assistant, or other employee.
 1. Select “Student Group” as the Traveler Type
 2. Upload a list of the students and employees, if available. The list should include names and S numbers
 3. Include airfare, hotel, local travel, entertainment tickets, etc.
 4. Include the total amount that will be spent on meals using Hosted Meals. (if using pre-paid per diem cards, do not include this on the pre-approval)

5. Note that student travel utilizes the 70000 budget for all travel.

B. Pre-approval for Staff/Faculty members

1. The pre-approval should include airfare, per diem, and any other charges.
2. Charges that will be part of a group payment, such as making payment to a hotel for all rooms do not need to be included. If the hotel will be charged separately, it should be included.
3. Note that Employee travel utilizes the 90000 budget (in-state travel) and the 90100 budget (out-state travel)

V. Reserving Transportation

A. Flight

1. Contact Concur will assist with reserving flight and transportation (non-college vehicle).

B. Charter Bus/SLCC Bus/SLCC Vehicle

1. If needed, work with Motor Pool to arrange bus and vehicle reservations.

VI. Reserving Lodging

- A. Group lodging can be arranged through CTP or directly with the hotel. A p-card should be used to reserve the needed lodging. If the cardholder's limit needs to be increased, contact the p-card specialist.

VII. Meals/Food

- A. We encourage student groups to eat together, if possible. An employee on the trip may use their p-card to purchase the group meals. They must keep copies of the detailed receipts, not just credit card receipts. They must also ensure that they are staying under the per diem amount for their area.
- B. If it is not possible for the group to eat together, we can issue each student a pre-paid per diem card. The card acts as a visa debit card. These cards can only be used for food.

***Note that it takes about a week to setup the cards.

C. VISA Debit Cards, if requested.

1. Submit a Payment Request in SLCCBuy to Vendor "US Bank Prepaid" for the total dollar amount for all meals. Lookup the per diem rate here.
 - a. Attach a list of the traveler names, S numbers, birthdays, and the amount that needs to be allocated to each card.
2. Once the cards are ready, you will be notified to pick them up.
3. The cardholder will need to activate their card using their birthday and zip code 84130.
4. Following the trip, any money left on the cards will be swept back from the cards and returned to the department or index indicated. The cards do not need to be returned. They can be thrown away.

- D. Employees may not use their p-card for individual meals. Any individual meal must be paid for using personal funds and the traveler will claim per diem on their expense report.

VIII. **Travel Waivers**

All travelers must submit travel waivers accessed through Campus Groups prior to the travel.

IX. **Updated/Final Detailed Itinerary and Final Roster of Travelers**

A final detailed itinerary (template provided) that includes flight and hotel information and the final roster of travelers needs to be uploaded into the initial Student Pre-Travel Approval Request Form in Campus Groups submission.

After Travel

- I. Upon return of the trip, the Expense Report must be completed within ten (10) days after the trip.
 - A. An Expense Report needs to be completed for the student group and each employee that traveled.
 - B. Any charges made with a p-card for the group need to be assigned to the individual whose name the group pre-approval was entered. To request a reassignment of charges, email the College Travel Office.
- II. **Employee Expense Report:** Each employee, or their designee, will need to complete an expense report with all expenses related directly to them (airfare, hotel, transportation).
 - A. They can claim per diem for any meal that was not provided by a conference/event or paid for as part of the group.
 - B. If the employee had no expenses directly made for them (no airfare, no individual hotel or transportation and no individual meals) they should expire their pre-approval. (Note: a pre-approval cannot be unexpired)
- III. **Group Expense Report:**
 - A. All group charges and charges related to students should be included (airfare, hotel, transportation, entertainment, meals). No reimbursements can be entered on this expense report.