

Student Trayel Streamlined Procedures







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.



Student Life Initial Review

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)

Step 2: Travel Packet

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 AND REIMBURSEMENT

NAME		D	ATE			
MDID NUMBER		С	ATEGORY OF OUT-O	F-COUNTY TRAV	Select One	e 🔾
DEPARTMENT NAME		C	QUAL#	Camp	us	0
BEGINNING DATE		E	NDING DATE			
STATUS Professional	Exempt Contractual	O	EPARTMENT TEL. #			
(Department will report hou	R LEAVE: INSERT # OF DAY us in Time & Attendance) HOURS TEMPORARY DUTY SUBSTITUTE REQUE * CONSULTING WITH	TRAININ		View	Procedure 3	400
EXPLANATION OF REQUI	EST: CONFERENCE, CONVE	ENTION OR OTH	ER (DO NOT USE AB	BREVIATIONS OF	R ACRONYMS)	
DESCRIPTION: Employee must state benef	fits accruing to MDC. (Ref. Pro	ocedure 3400)				
SPONSOR:						
LOCATION:						
Signature of Employee						
RECOMMENDED FOR AP Chairperson/Supervisor Date: If no travel expenses are	Associate Dean/Director Date: requested, indicate organizati	Dean Date: ion or person pay	Provost o Date:	President/Vice r Designee Require Name or A	College Preside Designee Date: Agency)	nt or
Request for reimbursement	t while on official business for	Miami Dade Coll	ege	Accou	nt#	
OO NOT COMPLETE FOR L Common Carrier/Teleticket # Mileage //cinity Mileage/Auto Rental Per Diam .odging Meals "Registration (Include Adva Other: Specify (Taxi, Toll, Pa Fotal	LEAVE W/O EXPENSES	(ACTUAL)	Estimated Expen		Expenses	
Time Temporary Duty started	d Date:	Ti	me Temporary Duty En	ded	Date:	
I hereby affirm that this travel cla travel expenses in the performa	aim is true and correct in every mat nce of my official duties:.	erial matter; that the	e expenses were actually in	curred by the unders	igned as necessary	
APPROVED:	Signature of Supervisor			Signatur	e of Traveler	
Explanation or leave plan needed	f. **If meals are a part of the registra	ition fee, they must b	e included under the meals	section and deducted	from the registration	fee.
Reset	Travel Reimi	bursement (except	mileage and tolls) must be	submitted to Accou	nts Payable - Kenda	all/Rm. S

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)



8 Weeks From Travel Date: Initial Student Life Review



- ☐ 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)





5 weeks From Travel Date: Completed Packet and Signature Pathway



- 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.





Cash Advance: Meals & Misc.

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).







MDConnect: Cash Advance Cont.

- 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.







Other Expenses: L/T/F

Items Needed for Lodging, Transportation and Fees.

- 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).
- 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 RECIEPTS!

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





SOJURN TRAVEL CONSULTANTS



Luz Chaoui
Travel Specialist

Sojourn Travel Consultants

5775 Blue Lagoon Drive Suite 100 Miami, FL 33126

www.soiourns.com

luz@sojourns.com





Out of State Travel Codes



Air	60503001
Baggage	60503002
Bus	60503004
Fuel	60503006
Hotel	60503007
Uber/ Cab	60503008
Meals	60503009
Other Expenses/Misc	60503011





Out of District Travel Codes



Public Transportation	60502008
Bus	60502004
Fuel	60502006
Hotel	60502007
Meals	60502009
Registration	60502015
Other Expenses/Misc	60502011







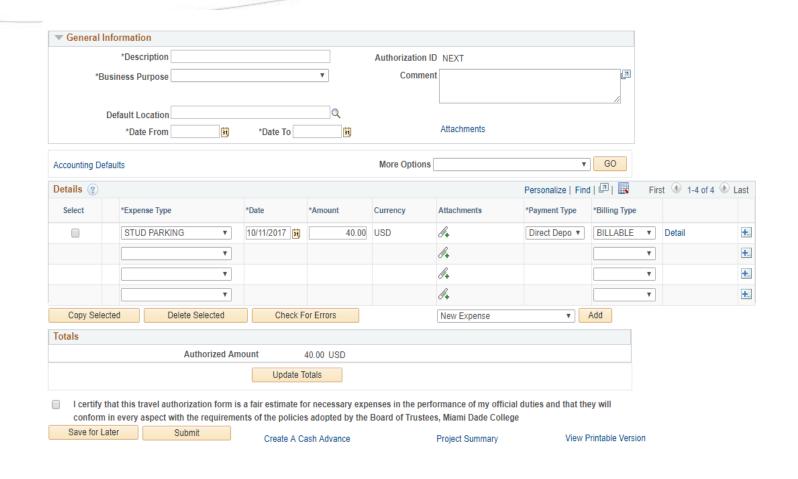


Public Transportation	60501008
Bus	60501004
Fuel	60501006
Hotel	60501007
Meals	60501009
Registration	60501015
Other Expenses/Misc	60501011
Car Rental	60501003
Mileage	60501010



Travel Authorization Tips

- Attach Quotes
- Payment Type:
 - College P-Card
 - Direct Deposit
 - Personal Credit Card
 - Prepaid PO
- Billing Type:
 - Billable
 - Internal





How to

complete a

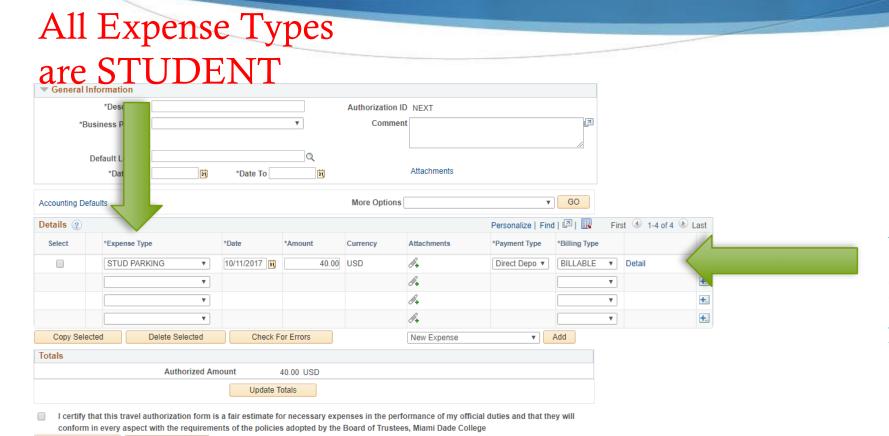
Travel

Authorization





Travel Authorization Continued



Project Summary

View Printable Version

Create A Cash Advance

Click DETAILS for the additional information that is needed

Travel Authorization Continued

Complete Information then click

ACCOUNTING DETAILS

Create Travel Authorization						
Authorization Detail for STUD MEALS (Line 1)						
Lauren Adamo	Authorization ID NEXT					
About This Expense						
*Date	Attachments					
*Payment Type	▼					
*Billing Type	▼					
Number of Days	1					
*Description						
*Daily Amount	0.00 USD					
*Total Amount	0.00 USD					
Accounting Detail						
Check Expense For Errors						
Return to Travel Authorization Entry						

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 in the amount of 0 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults **Accounting Summary** PC Bus *GL Unit ICS Dept **Bud Ref** Amount Fund Campus\Center Account Course Project 0.00 MDC01 Q Q 300470 Q Add ChartField Line OK

Enter Chartsting information provided by SL Director



How to

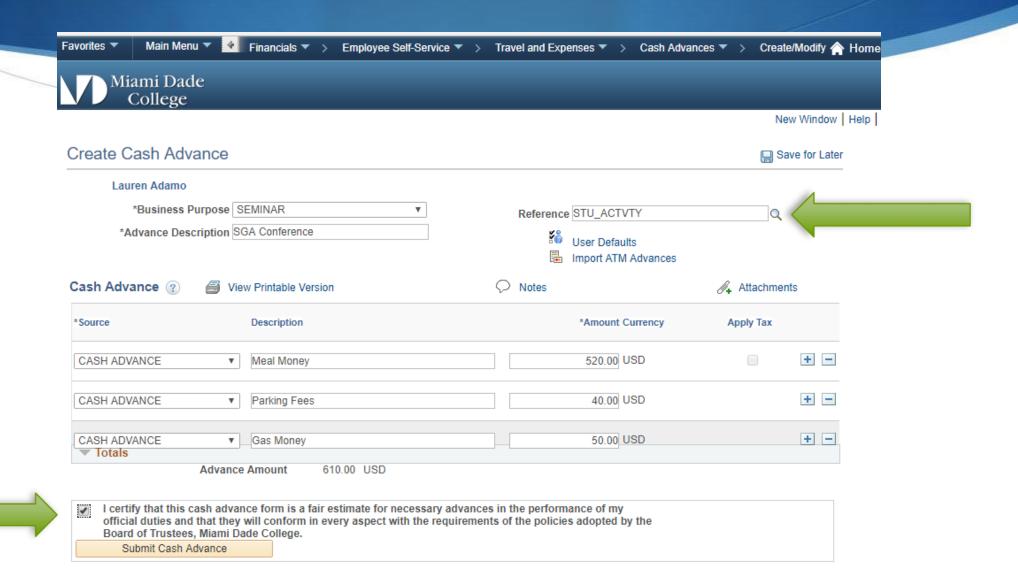


Cash Advance





CASH ADVANCE





How to

complete a

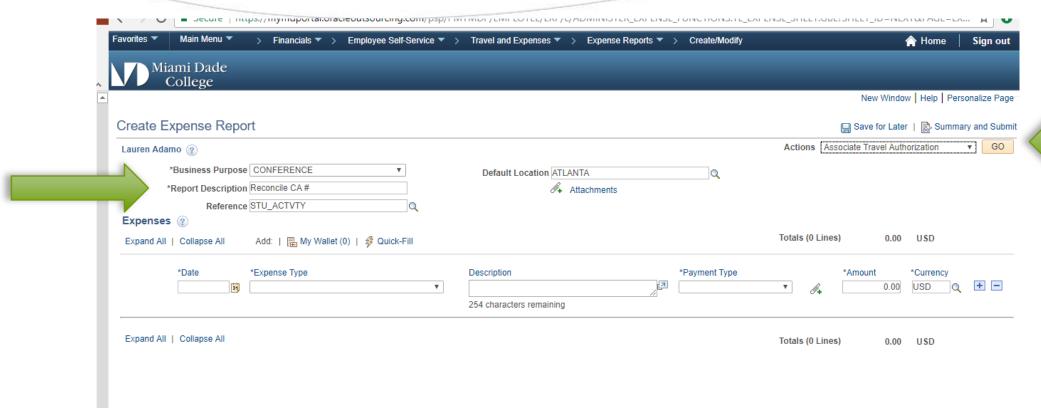
Expense

Report



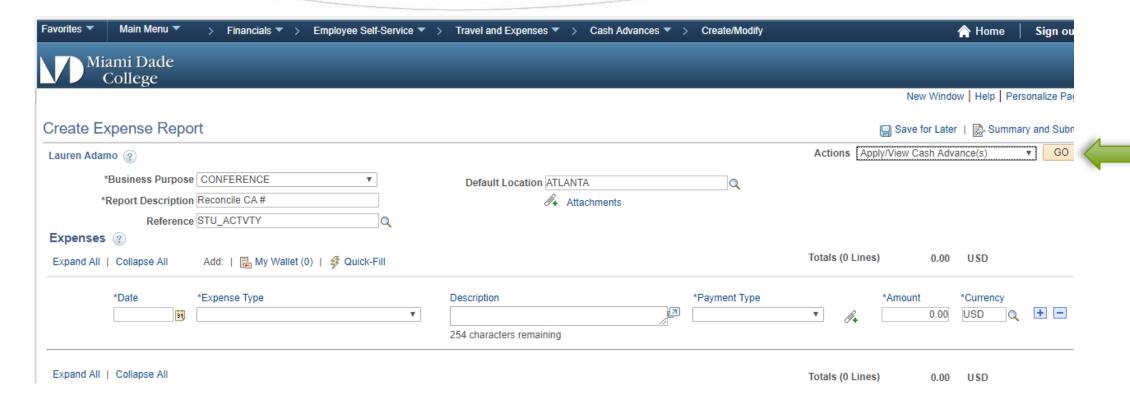


Pull in Travel Authorization

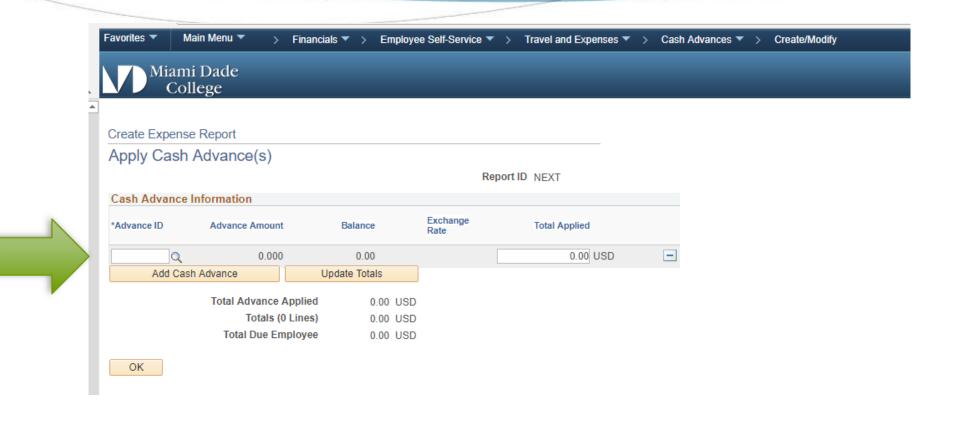


Delete everything that was pre-paid by college via p-card and PO

Pull in Cash Advance



Pull in Cash Advance cont...





Meal Money Allocation





Meal Money Allocation

- ▶ Lunch: \$11.00 (when travel begins before 12:00 noon and extends beyond 2:00 p.m. Manual of Procedures Procedure 3450 Page 3 of 4
- ▶ Dinner: \$19.00 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)