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## INTRODUCTION

The Business Office, a department within the Finance and Administrative Services division, provides financial administrative services to student organizations recognized by South Texas College (STC).

Prior to performing student organizational activities, organization members and financial managers should refer to the Student Organization Handbook from the Department of Student Activities & Wellness to ensure compliance with College policies.

Student organizations must comply the College's policies and procedures since they are subject to review by internal and external auditors.

### Business Office Contact Information

Student organizations may contact the Business Office for inquiries related to their organization's financial transactions. The Business Office has a designated staff member as the contact person for all student organizations:

Elena Elizalde  
Accounting Specialist  
Business Office, Bldg. N, Pecan Campus  
Phone: (956) 872-4620  
Email: [elenae@southtexascollege.edu](mailto:elenae@southtexascollege.edu)  
Hours: Monday – Friday from 8:00 am – 5:00 pm

## Forms

To download a copy of the handbook and retrieve forms required for financial transactions, excluding deposit worksheets, visit the Business Office-Student Organizations website at [http://finance.southtexascollege.edu/businessoffice/student\\_org.html](http://finance.southtexascollege.edu/businessoffice/student_org.html). Deposit worksheets are available at any Cashiers Office.

Forms should be downloaded every time they are needed in order to ensure that the correct version of the form is being used.

1. Request to Set Up a Student Organization Fund Code **BO-7500**  
To create a fund code for a new student organization
2. Request to Change Financial Manager for Student Organizations **BO-7510**  
To change the financial manager of a student organization
3. Request to Change a Student Organization Name **BO-7540**  
To change the name of a student organization
4. Student Organization Accounts Payable Disbursement Request **BO-7520**  
To process payments, (excluding those that are travel related or payments to the STC Food Services Department)
5. Student Organization Food Service IDT **BO-5330**  
To process payment to the STC Food Services Department
6. Student Organization Travel Authorization **BO-5500**  
To request approval to travel as a student organization and to request funds associated with the trip expenses
7. Travel Voucher for Student Organizations **BO-7530**  
To request reimbursement for expenses that occurred during an approved trip

## **STUDENT ORGANIZATION FINANCIAL GUIDELINES**

### **Fund Code**

The Business Office will create a “Fund Code” for each student organization to use when conducting all financial transactions. Student organizations must complete and submit the Request to Set Up a Student Organization – Fund Code form (BO-7500) to the Department of Student Activities & Wellness. The Department of Student Activities & Wellness will then forward the form to the Business Office for processing. A student organization is required to submit the form only once.

The fund code issued to a student organization must be used when making deposits, requesting payments, and inquiring about available balances.

### **Financial Manager**

All student organizations must have a financial manager. The financial manager may or may not be the organization’s advisor. The financial manager must be a full-time South Texas College employee.

- It is the financial manager's responsibility to ensure that the student organization keeps all financial records up to date and that all accounting and fiscal matters adhere to the policies and procedures of South Texas College.
- The financial manager’s role includes responsibility for the deposits, expenses and balances maintained in the student organization’s fund.

The financial manager of a student organization may be changed by submitting a completed Request to Change Financial Manager for Student Organizations form (BO-7510) to the Department of Student Activities & Wellness. This form must then be forwarded to the Business Office for processing.

### **Off-Campus Bank Accounts and Petty Cash**

Student organizations are not allowed to open accounts at banks or to keep cash on hand for more than 2 business days. Doing so may result in the suspension of recognized status and possible disciplinary action upon completion of an investigation conducted by the Director of Student Activities & Wellness.

### **Fundraising and Activities Approval**

The Department of Student Activities & Wellness must approve and review all events, activities, and fundraising functions at all times.

## **Tax Exemption**

Student organizations are not tax-exempt, or a non-profit organization because of their affiliation with South Texas College. Student organizations may not use the College's tax ID number. Student organizations belonging to a national organization should contact their national office to inquire if the national organization's tax identification number may be used by its chapters.

## **Account Activity and Records**

Student organizations are responsible for reviewing and reconciling their account to ensure that all fiscal transactions are correct. Deposits or payments that appear to not belong to the student organization must be discussed with the Business Office.

All student organization financial records (ledgers, deposit slips, disbursement copies, etc.) should be kept in a safe place and available for review by future club officers/members.

During times of leadership transition, the incoming financial officer should be trained on the responsibilities and procedures for managing the student organization's funds.

## **Source of Funds**

Student organizations are self-supportive and are allowed to only use funds they raise and are available in their account. However, donations from other student organizations or external parties are allowed.

## **Vendors and Scholarships**

A vendor must be created in Banner before payments can be processed to an individual or company that the student organization needs to pay. Each vendor is assigned an identification number (A#) that is used when processing payments.

1. Student organizations do not have to use South Texas College approved vendors.
2. A student organization may use any vendor of their choice as long as a W-9 form is submitted to the Purchasing Department to create a vendor account.
3. A current W-9 form must be provided once on a fiscal year (September to August) basis for any vendor being used by student organizations. In addition, if the vendor information has changed or the IRS has revised the W-9 form, an updated W-9 form must be provided.

Scholarships awarded to students will be disbursed through Student Financial Services. For more information about student organization funded scholarships, contact the Business Office.

## **Inactivity**

Student organizations that are inactive for a period of two years will have their account closed and all funds transferred into the Student Life agency account. Funds in the Student Life agency account will be used to provide activities and events for South Texas College students.

## **Signature Authority**

1. The financial manager and student officers on the List of Officers & Active Members required by the Department of Student Activities & Wellness have signature authority to the student organization's account. Changes to the officers must be communicated to the Department of Student Activities & Wellness and the Business Office in order to ensure that the proper individuals have access to the student organization's account.
2. The financial manager signature and the signature of two student officers listed on the List of Officers and Active Members list are required on all forms.

By signing the disbursement request forms, it is being certified that there is sufficient money for the request and that it is an acceptable purchase within the scope of the student organization's activities.

## **SETTING UP A STUDENT ORGANIZATION**

New student organizations must complete and submit the Request to Set Up a Student Organization – Fund Code form (BO-7500) to the Department of Student Activities & Wellness.

All fields on the form are required and need to be typed.

Student organizations that have been inactive for more than two years and would like to be reinstated should contact the Department of Student Activities & Wellness.

### **Completing the Request to Set Up a Student Organization – Fund Code form**

1. Download the Request to Set Up a Student Organization – Fund Code BO-7500 from the Business Office website.
2. Type in all the information requested on the form.
3. Per College policies, student organizations may not use the name of the College or an abbreviation of the name of the College as part of its name. You may use “at South Texas College” or “South Texas College Chapter” at the end of the organization’s name.
4. Complete the List of Officers and Active Members and attach the list to the BO-7500 request form.
5. Obtain all the required signatures requested on the form.
6. Submit the List of Officers and Active Members and completed BO-7500 form to the Department of Student Activities & Wellness. The form must then be forwarded to the Business Office for processing.
7. The General Accounting Department within the Business Office will notify the financial manager via email when the new student organization fund code has been created.

## **CHANGING THE NAME OF A STUDENT ORGANIZATION**

The name of a student organization may be changed by submitting the Request to Change Student Organization Name form (BO-7540) to the Department of Student Activities & Wellness.

All fields on the form are required and need to be typed.

### **Completing the Request to Change Student Organization Name form**

1. Download the Request to Change Student Organization Name form from the Business Office website.
2. Type in the information requested on the form.
3. Per College policies, student organizations may not use the name of the College or an abbreviation of the name of the College as part of its name. You may use “at South Texas College” or “South Texas College Chapter” at the end of the organization’s name.
4. Obtain all the required signatures requested on the form.
5. Complete the List of Officers and Active Members and attach the list to the BO-7540 request form.
6. Submit the List of Officers and Active Members and completed BO-7540 form to the Department of Student Activities & Wellness. The form must then be forwarded to the Business Office.
7. The General Accounting Department within the Business Office will notify the financial manager via email when the student organization name has been changed.



## **CHANGING THE FINANCIAL MANAGER FOR STUDENT ORGANIZATIONS**

The financial manager of a student organization may be changed by submitting the Request to Change Financial Manager for Student Organizations form (BO-7510) to the Department of Student Activities & Wellness.

All fields on the form are required and need to be typed.

### **Completing the Request to Change Financial Manager for Student Organizations form**

1. Download the Request to Change Financial Manager for Student Organizations form from the Business Office website.
2. Type in the information requested on the form.
3. Obtain all the required signatures requested on the form.
4. Submit the completed form to the Department of Student Activities & Wellness for approval.
5. The General Accounting Department within the Business Office will notify the financial manager via email when the financial manager of the student organization has been changed.

## **DEPOSITING MONEY**

All money collected by the student organization must be deposited at the Cashiers Office no later than 48 hours (2 working days) following an event using the Department Deposit Worksheet (DDW) form (BO-6100). It is imperative that deposits are made on a timely basis. Failure to deposit money on time may result in sanctions against the organization and/or financial manager.

Student organizations and/or College personnel are not allowed to open accounts at banks or to keep cash on hand.

A schedule listing the hours of operation and locations for Cashiers is available on the Cashiers website.

When major fundraisers are planned, or deposits need to be made outside the Cashiers' schedule, the Bursar may be contacted to make special accommodations for deposits. Please consider the closing hours when making deposits, as the Cashiers need to perform their final cash counts at the end of the day.

There are no restrictions on the individuals who may make deposits. Any club member, advisor, or financial manager may make deposits.

### **Completing the DDW form (BO-6100)**

1. Pick up a DDW form (BO-6100) from the Cashiers Office or the Department of Student Activities & Wellness.
2. Fill in all necessary fields on the form. Deposits cannot be processed without the fund code that was issued to the student organization. Refer to the student organization's records or the financial manager for the fund code.
  - a. The DDW form (BO-6100) must include the fund code (8XXXXXX) and the deposit account code (270002).
  - b. The organization code and the program code are not required fields for student organization deposits. Please leave these fields blank.
3. Submit the DDW form (BO-6100) and money to Cashiers; deposits will post within 24 hours.
4. Retain the pink carbon copy of the DDW form (BO-6100) in your organization's records.

## **RECEIVING DONATIONS AND SPONSORSHIPS**

Student organizations may seek donations from the community in accordance to the following guidelines:

1. The organization may say that it is a recognized student organization at South Texas College, but it must not imply or claim that it represents the College or that South Texas College will endorse or promote any person, business, non-profit organization, or corporation.
2. The organization must complete and submit the Receipt of Donation form to the Department of Student Activities & Wellness. The form is available on the Department of Student Activities & Wellness website.
3. The donation received by the student organization must be used in accordance to the donor's intent or wishes.

### **Submitting and Posting Donations/Sponsorships**

1. Obtain the Receipt of Donation form from the Department of Student Activities & Wellness website.
2. Complete and submit the Receipt of Donation form to the Department of Student Activities & Wellness.
3. Retain a copy of the Receipt of Donation form in your student organization's records.
4. Deposit the donation to the student organization's account using the DDW form (BO-6100).
5. Use the donation received according to the donor's wishes.

## **MAKING PAYMENTS (Reimbursements, Payments, and Prepayments)**

Payments from the student organization must be processed by completing the Student Organization Accounts Payable Disbursement Request (SOAPDR) form (BO-7520).

- a. Do not use this form for payments to the South Texas College Food Services Department or for travel related expenses.
  - Refer to Student Organization Food Services – Interdepartmental Transfer (IDT) Guidelines section, or the Travel (Registration/Admission, Lodging, Per Diem, and Transportation) section for information on these types of payments.
- b. The SOAPDR form (BO-7520) is only for reimbursements, payments, and prepayments to a vendor.

### **Student Organization Accounts Payable Disbursement Request (SOAPDR) Guidelines**

Submit all payment requests in a timely and accurate manner to the Business Office to process payments to vendors.

By signing the payment form, the financial manager and student organization officers are certifying that there is sufficient money for the request and that it is an acceptable purchase within the scope of the student organization's activities.

#### **Timing**

1. All payments will be processed according to the student organization's available balance and the Accounts Payable check cycle. Payments will be processed in the order in which the approved and completed documentation is received, therefore, planning is imperative.
2. Disbursements from student organizations will follow the net 30 rule in which payments will be processed within 30 days of the receipt of the disbursement paperwork at the Business Office.
3. The Business Office processes checks every Thursday except on weeks that have holidays or college closures.
4. Usually, all properly completed documentation received by 5:00 p.m. on Monday will be processed on Thursday of that week.
5. Documentation received after 5:00 p.m. on Monday will be processed on Thursday of the following week.
6. A schedule of the weekly check cycles (Accounts Payable Cycles Calendar) is available on the following website. <http://finance.southtexascollege.edu/businessoffice/ap.html>

## Disbursement Request Paperwork

Each student organization is responsible for submitting the proper paperwork to issue payments. All disbursement requests must be accompanied with supporting documentation.

1. The SOAPDR form (BO-7520) is a fillable PDF form and must be typed.
2. Submit the completed SOAPDR form (BO-7520) and the supporting documentation to the Business Office.
3. All disbursement requests that involve artwork (i.e. t-shirts, banners, etc.) must be approved by the Department of Student Activities & Wellness to ensure adherence with College policies, before the payment is issued.
4. Supporting documentation that justifies the amount on the SOAPDR form (BO-7520) is always required.

## Payment Type

If the payment type is a:

1. Reimbursement or a Payment
  - a. Attach original receipts or invoices that coincide to amount requested on SOAPDR form (BO-7520).
2. Prepayment
  - a. Attach a quote that coincides the amount on the SOAPDR form (BO-7520).
  - b. Receipt(s) from the vendor must be submitted to the Business Office within 5 working days from the date the check was printed.
3. Advancement
  - a. Contact the Business Office if funds are needed in advance of an event and a quote, receipt, or invoice is not available.

## Payment Method

Payments from a student organization's account are made through checks, payable to the vendor specified on the SOAPDR form (BO-7520).

## Vendor

The vendor on the disbursement form is the individual or company that the student organization needs to pay.

1. All vendors must be set up in the College's accounting system prior to issuing payment.
2. In order to set up a vendor, the vendor must complete and submit the W-9 form available

on the Purchasing website.

3. A current W-9 form must be provided once on a fiscal year (September to August) basis for any vendor being used by student organizations. In addition, if the vendor information has changed or the IRS has revised the W-9 form, an updated W-9 form must be provided.
4. Completed W-9 forms must be submitted to the Purchasing Department.

The W-9 form is not necessary if the vendor on the SOAPDR form (BO-7520) is a STC employee or if the vendor is frequently used by the College. STC employees must provide their identification number (A#) on the SOAPDR form (BO-7520).

Disbursements made out to individuals other than the vendor in order to circumvent the W-9 form requirement will not be processed.

Setting up a vendor may take several days. Student organizations must plan accordingly.

Download the W-9 form using the following address:

<http://finance.southtexascollege.edu/purchasing/purchase/index.html>

### **Disbursement Delivery Options**

1. Payment and Prepayment checks
  - a. May be mailed directly to the vendor on the SOAPDR form (BO-7520), or
  - b. May be picked up at the Business Office
    - If a check is going to be picked up, it must be indicated on the SOAPDR form (BO-7520).
    - Accounts Payable will contact the designated person stated on the SOAPDR form (BO-7520) when the check may be picked up.
    - Individuals must wait to be contacted by Accounts Payable.
    - The designated person must present a valid government issued identification card in order to receive the check.
2. Reimbursement checks
  - a. Reimbursement checks will be mailed to the vendor specified on SOAPDR form (BO-7520) and cannot be picked up.

### **Signature Authority**

The financial manager of the student organization and two (2) student officers must approve disbursement requests. Only the student officers on the List of Officers & Active Members required by the Department of Student Activities & Wellness have signature authority to the student organization's account.

## Artwork

All artwork (banners, t-shirts, etc.) must be approved by the Department of Student Activities & Wellness. Proof of their approval must be attached to the disbursement paperwork.

## Completing the SOAPDR form (BO-7520)

1. Inform the vendor to submit the W-9 form to Purchasing, if needed.
2. Download a copy of the SOAPDR form (BO-7520) from the Business Office website
3. Type the required information requested on the SOAPDR form (BO-7520). When entering amounts, use the tab keys.
4. The financial manager of the student organization and two (2) student officers must approve disbursement requests. Only the student officers on the List of Officers & Active Members required by the Department of Student Activities & Wellness have signature authority to the student organization's account.
5. Attach the supporting documentation.
6. Submit the completed SOAPDR form (BO-7520) with ample time to the Business Office for processing.
7. Submit receipts to the Business Office for all prepayments within 5 working days.

## **Student Organization Food Services – Interdepartmental Transfer (IDT) Guidelines**

The Student Organization Food Service – Interdepartmental Transfer (IDT) form (BO-5330) must be used to process payments only to the STC Food Services Department. If the student organization needs to pay a vendor other than the STC Food Services Department, the SOAPDR form (BO-7520) must be completed and submitted.

### **Timing**

All IDT payments will be processed according to the student organization's available balance and in the order in which they are received, therefore planning is imperative.

The IDT payments do not follow the Accounts Payable check cycle and will be processed upon the receipt of the required paperwork and verification of funds availability.

### **Disbursement Request Paperwork**

Each student organization is responsible for submitting the proper paperwork to issue payments. All IDT payments must be accompanied with supporting documentation.

Submit the completed IDT form and the supporting documentation to the Business Office.

### **Payment Method**

IDT payments are processed internally through system transfers. A check payable to the STC Food Services Department will not be printed.

### **Signature Authority**

The student organization's financial manager and two (2) student officers must approve IDT payments. Only the student officers on the List of Officers & Active Members required by the Department of Student Activities & Wellness have signature authority to the student organization's account.

### **Completing the IDT form (BO-5330)**

1. Obtain an invoice from the STC Food Services Department.
2. Download a copy of the IDT form (BO-5330) from the Business Office website.
3. Type the information requested on the IDT form (BO-5330); all fields are required.
4. Attach the supporting documentation, and obtain the required signatures.
5. Submit the completed IDT form (BO-5330) and the supporting documentation to the Business Office.



## **TRAVEL (Registration/Admission, Lodging, Per Diem, and Transportation)**

Prior to departure, the appropriate travel documentation must be completed and approved by the Department of Student Activities & Wellness.

To ensure timely payment processing, the Student Travel Authorization form (BO-5500) must be submitted to the Business Office a minimum of three weeks (15 working days) in advance of the trip.

Only recognized student organizations are eligible for travel.

Travel payments from the student organization must be processed using the:

- Student Organization Travel Authorization form (BO-5500)
- Travel Voucher – Student Organization form (BO-7530)

1. The Student Organization Travel Authorization form (BO-5500) must be used to:
  - a. Obtain travel authorization from Student Activities & Wellness before the trip,
  - b. Request payments from the student organization's account for registration, lodging, per diem, and transportation, and
  - c. Specify payment delivery instructions
2. The Travel Voucher – Student Organization form (BO-7530) must be used to:
  - a. To request reimbursement for travel related expenses incurred during the trip
  - b. To close out the trip paperwork
  - c. Provide original receipts for the travel related expenses and the travel voucher form after the trip.

During the trip, it is very important to keep all receipts. The receipts are needed to substantiate the travel expenses and will serve as supporting documentation for the Travel Voucher – Student Organization form (BO-7530) that will be submitted after the trip.

### **Travel Guidelines**

Refer to the Student Organization Handbook on the Student Activities & Wellness website, regarding safety travel orientation.

### **Timing**

1. All payments will be processed according to the student organization's available balance and the Accounts Payable check cycle. Payments will be processed in the order in which

approved and completed documentation is received, therefore, planning is imperative.

2. The Student Travel Authorization form (BO-5500) must be submitted a minimum of three weeks (15 working days) in advance of the trip in order to allow enough time for processing.
3. The Business Office processes checks every Thursday except on weeks that have holidays or college closures.
4. Usually, all properly completed documentation received by 5:00 p.m. on Monday will be processed on Thursday of that week.
5. Documentation received after 5:00 p.m. on Monday will be processed on Thursday of the following week.
6. A schedule of the weekly check cycles (Accounts Payable Cycles Calendar) is available on the following website. <http://finance.southtexascollege.edu/businessoffice/ap.html>

### **Travel Payment Request Paperwork**

Each student organization is responsible for submitting the proper paperwork to issue payments and acquire approval to travel.

The travel authorization form (BO-5500) is a fillable PDF form and must be typed.

The completed travel authorization form (BO-5500) and supporting documentation must be submitted to the Business Office after the Department of Student Activities & Wellness has approved them.

### **Payment Method**

Travel payments from a student organization's account are made through checks, payable to the vendors specified on the travel authorization form (BO-5500).

### **Vendor**

The vendor on the travel authorization form (BO-5500) is the individual or company that the student organization needs to pay.

1. All vendors must be set up in the College's accounting system prior to issuing payment.
2. In order to set up a vendor, the vendor must complete and submit the W-9 form available on the Purchasing website.
3. A current W-9 form must be provided once on a fiscal year (September to August) basis for any vendor being used by student organizations. In addition, if the vendor information has changed or the IRS has revised the W-9 form, an updated W-9 form must be provided.

4. Completed W-9 forms must be submitted to the Purchasing Department.

The W-9 form is not necessary if the vendor on the Travel Authorization form (BO-5500) is a STC employee or if the vendor is frequently used by the College. STC employees must provide their identification number (A#) on the Travel Authorization form (BO-5500).

Disbursements made out to individuals other than the vendor in order to circumvent the W-9 form requirement will not be processed. Setting up a vendor may take several days. Student organizations must plan accordingly.

Download the W-9 form using the following address:

<http://finance.southtexascollege.edu/purchasing/purchase/index.html>

### **Travel Payment Delivery Options**

Travel payments requested on the Student Organization Travel Authorization form (BO-5500) may be mailed directly to the vendor on the form or checks may be picked up at the Business Office.

- a. If a check is going to be picked up, it must be indicated on the form.
- b. The Travel Department will contact the “Assigned Employee to Return All Receipts” stated on the Student Organization Travel Authorization form (BO-5500) when the checks may be picked up.
- c. Individuals must wait to be contacted by the Travel Department.
- d. The designated person must present a valid government issued identification card in order to receive the check.

Travel payments requested on the Travel Voucher form (BO-7530) will be mailed directly to the vendor on the form and cannot be picked up.

### **Signature Authority**

The financial manager of the student organization and two (2) student officers must approve travel payments. Only the student officers on the List of Officers & Active Members required by the Department of Student Activities & Wellness have signature authority to the student organization’s account.

### **Driving Rules**

Refer to the Student Organization Handbook on the Student Activities & Wellness website regarding safety travel orientation.

## Completing the Student Travel Authorization Form

1. The Student Travel Authorization form (BO-5500) must be submitted a minimum of three weeks (15 working days) in advance to the Department of Student Activities & Wellness.
2. Download the Student Travel Authorization form (BO-5500) from the Business Office website.
3. Type in the information requested on the form.  
Example of time and date format:  
8:00am 3/1/2012 to 12:00pm 3/3/2012  
  
Example of departure time and return time format:  
Departure Time: 12:00pm 2/28/2012 Return Time: 5:00pm 3/3/2012
4. Refer to the Student Organization Handbook on the Student Activities & Wellness website for other supporting documentation required such as:
  - a. Agenda
  - b. Travel Release Waiver & Emergency Contact
  - c. Student Travel Emergency Contact documentation

1. Registration/Admission:

- a. Provide all the requested information and supporting documentation indicated in the Registration/Admission block.
- b. Attach the required documents and place a check mark in the appropriate field to indicate that you have attached the necessary documents to the Travel Authorization form (BO-5500).
- c. If needed, use the special instructions field to provide additional notes or to specify payment instructions
- d. Provide a contact person name and telephone number.

<b>Registration/Admission</b>	
Fee Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Due Date:	<input type="text"/> W9 Attached: <input type="checkbox"/> Yes
Name of Vendor:	<input type="text"/>
Amount:	<input type="text"/> Itinerary Attached: <input type="checkbox"/> Yes
Registration/Admission Forms Attached:	<input type="checkbox"/> Yes
Please Select One:	<input type="checkbox"/> Full-screen Snip
<input type="checkbox"/> Mail Check to vendor specified above	
<input type="checkbox"/> Hold check for pick up by:	<input type="text"/>
Special Instructions:	<input type="text"/>
	<input type="text"/>

2. Lodging:

- a. Provide all the requested information and supporting documentation indicated in the Lodging block.
- b. Calculate the total amount needed for lodging. The amount must include the room rate, city and state tax amounts.
- c. Attach the required documents and place a check mark in the appropriate field to indicate that you have attached the necessary documents to the Travel Authorization form (BO-5500).
- d. If needed, use the special instructions field to provide additional notes or to specify payment instructions.

<b>Lodging</b>	
Lodging Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Hotel:	<input type="text"/>
Due Date:	<input type="text"/> W9 Attached: <input type="checkbox"/> Yes
Amount for Hotel:	<input type="text"/> Confirmation Attached: <input type="checkbox"/> Yes
Confirmation # for Hotel :	<input type="text"/>
Please Select One:	
<input type="checkbox"/> Mail Check to hotel specified above	
<input type="checkbox"/> Hold check for pick up by: <input type="text"/>	
Special Instructions:	<input type="text"/>
<input type="text"/>	

7. Per Diem:

- a. Provide all the requested information and supporting documentation indicated in the Per Diem block.
- b. Student Organizations do not need to follow the STC Per Diem calculation rule. Therefore, refer to the Student Per Diem Distribution form available in the Student Organization Handbook on the Student Activities & Wellness website. Indicate the Per Diem request amount on the Per Diem block. Each student will need to sign the Student Per Diem Distribution form acknowledging receipt of the per diem amount granted.
- c. Provide the name and identification number (A#) of the individual to make the per diem check payable to.
- d. Attach the required documents and place a check mark in the appropriate field to indicate that you have attached the necessary documents to the Travel Authorization form (BO-5500).
- e. If needed, use the special instructions field to provide additional notes or to specify payment instructions.

<b>Per Diem</b>	
Per Diem Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount for Meals:	<input type="text"/>
Make Check Payable To:	<input type="text"/>
A #:	<input type="text"/>
Please Select One:	
<input type="checkbox"/>	Mail Check to individual specified above
<input type="checkbox"/>	Hold check for pick up by: <input type="text"/>
Special Instructions:	<input type="text" value="Full-screen Snip"/>
<input type="text"/>	

8. Transportation:
- Provide all the requested information and supporting documentation indicated in the Transportation block.
  - Calculate the amount needed for transportation.
  - Attach the required documents and place a check mark in the appropriate field to indicate that you have attached the necessary documents to the Travel Authorization form (BO-5500).
  - If needed, use the special instructions field to provide additional notes or to specify payment instructions.
  - If needed, use the Gasoline Amount field to provide the amount needed for gasoline and provide the calculation used to determine the amount.

Before traveling, refer to the Student Organization Handbook on the Student Activities & Wellness website regarding important travel safety information and requirements.

<b>Transportation</b>	
Transportation Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mode of Transportation:	<input type="text"/>
Copy of Driver's Insurance Card Attached, if Driving:	<input type="checkbox"/> Yes
Name of Vendor:	<input type="text"/>
Amount for Transportation:	<input type="text"/>
Invoice/Quote Attached:	<input type="checkbox"/> Yes
Please Select One:	
<input type="checkbox"/> Mail Check to individual specified above	
<input type="checkbox"/> Hold check for pick up by:	<input type="text"/>
Special Instructions:	<input type="text"/>
Gasoline Amount:	<input type="text"/>



9. STC employees traveling with the student organization must complete the Travel Authorization form (BO - 0600) and attach the approved form to the Student Travel Authorization form (BO - 5500). The student organization account may fund the travel expenses of the STC employees traveling with the student organization.
10. Submit the completed forms to the Department of Student Activities & Wellness. The Director of Student Activities & Wellness must approve all travel requests. Approval from the Vice President for Student Affairs and Enrollment Management is required for all out of state travel.
11. After the trip, complete the Travel Voucher for Student Organizations form (BO-7530) for reimbursement of incidental expenses that occurred during the trip and to close and the trip paperwork.
12. Forward all final paperwork to the Business Office for processing.

## Completing the Travel Voucher – Student Organizations Form

### Travel Voucher

The Travel Voucher for Student Organizations form (BO-7530) must be submitted within 10 days (two weeks) of returning from the trip that was approved by the Department of Student Activities & Wellness.

1. Download the Travel Voucher for Student Organizations form (BO-7530) from the Business Office website.
2. Type in the information requested on the form.
3. Provide an itemization of the expenses incurred during the trip.
  - a. The itemization must include all trip expenses (including those that do not require a reimbursement).
  - b. For each item listed, provide the actual total cost and the pre-authorized payment made through the Student Organization Travel Authorization form (BO-5500).
4. Attach a copy of the approved Student Travel Authorization form (BO-5500) to the travel voucher.

In the example below, the student organization account will reimburse a total of \$140; \$55 for gasoline and \$85 for parking.

Expenses (Attach Receipts)	Actual Total Cost	Pre-authorized Payments Made	Total Amount Due
Taxi and/or Shuttle			
Air Fare			
Rental Car			
Personal Care Mileage Miles @ \$0.565			
Gasoline	\$155.00	\$100.00	\$55.00
Meals			
Baggage			
Lodging	\$500.00	\$500.00	
Registration	\$300.00	\$300.00	
Parking	\$85.00		\$85.00
Other Travel Expenditures (Itemize)			
Vendor Refund or Student Organization Deposit			
<b>TOTAL EXPENDITURES</b>	<b>\$1,040.00</b>		
Less: Pre-authorized Payments Made		\$900.00	
<b>Total Due from Student Organization</b>			<b>\$140.00</b>

The amount on the line titled “Total Due from Student Organization” will be paid to the vendor specified on the BO-7530 form.

In the example below, the student organization account will be refunded \$100 for lodging as shown on the line titled “Vendor Refund or Student Organization Deposit.” In order to refund the student organization account, a deposit must be made using the Department Worksheet (DDW) Form (BO-6100). Please refer to Depositing Money section for further information.

Expenses (Attach Receipts)	Actual Total Cost	Pre-authorized Payments Made	Total Amount Due
Taxi and/or Shuttle			
Air Fare			
Rental Car			
Personal Care Mileage Miles @ \$0.565			
Gasoline			
Meals			
Baggage			
Lodging	\$300.00	\$400.00	(\$100.00)
Registration	\$200.00	\$200.00	
Parking			
Other Travel Expenditures (Itemize)			
Vendor Refund or Student Organization Deposit	\$100.00		\$100.00
<b>TOTAL EXPENDITURES</b>	<b>\$500.00</b>		
Less: Pre-authorized Payments Made		\$500.00	
<b>Total Due from Student Organization</b>			

5. Attach original receipts that substantiates the actual travel expenses incurred during the trip.
6. Submit the completed form (BO-7530) and trip receipts to the Department of Student Activities & Wellness for approval and signature.
7. Forward all final paperwork to the Business Office for processing.