



Student Travel Procedures

1. The activity sponsor (coach, club sponsor, etc.) shall make a written request to their campus for an advance, stating the amount needed, date of activity, and the purpose for which an advance is needed.
2. The campus bookkeeper will enter a requisition for an advance of funds. A list of students and faculty/staff members who will be traveling is forwarded to the Business Office with the requisition.
3. Not more than two days before the departure date, the activity sponsor should pick up the check from the Business Office.
4. During the trip, the activity sponsor obtains signatures of those students receiving meals and/or cash for meals on the Student Travel Advance Form. Student meals are \$5.00 per meal per student. The Student Travel Advance Form must be submitted to the Business Office no later than 15 days after returning from the trip.
5. Upon returning from the trip, the activity sponsor returns the completed signature list and any money not expended to the Business Office.