

**Per Diem Cash Advance Request/Receipt** *(complete yellow fields only)*

|                                       |   |
|---------------------------------------|---|
| Dept. FOAP: _____                     | Amount Received: \$ _____   |
| Date of event: _____                  |   |
| Individual receiving funds: _____     | Signature: _____  |
| Employee ID: _____                    | Date: _____   |
| Email: _____                          | Office Use Only: Cash-on-hand funds available <span style="float:right">Yes <input type="checkbox"/> No <input type="checkbox"/></span> |
| Primary Point of Contact Phone: _____ | OR currency order received and receipted by TFAMISC # _____   |
| Preferred campus location: _____      | Cashier initials (verify Signature Page for trip participants included) _____   |

**Post Trip-Return Signature Page and Unused Funds**

*Within two business days post trip/event, department returns to Bursar any unused funds and per diem signatures for funds spent.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Per diem signatures attached. **REQUIRED. Do not accept without signature page.**

|  |      |
|--|------|
| 1) Total Cash Advance (equal to Amount Received above) | \$ - |
| 2) Less any unused cash returned                       | \$ - |
| 3) Total amount expended to department                 | \$ - |

|   |   |  |
|---|---|--|
| <b>Office Use Only for Currency Order Funds</b> | TouchNet Rec # for funds used for trip and posted to department's FOAP: _____ |  |
|   | TouchNet Receipt # for currency order, cash returned: _____                   |  |

**Requestor Instructions:**

- 1) Complete the Financial Services Student Field Trip request procedure, including approving signatures, for submission to Accounts Payable at least two weeks prior to trip departure date. Include the primary point of contact (POC) for the trip with phone number and email address.
- 2) Complete the top section of this form and email it to bursar@collin.edu or give it to your campus cashier office.
- 3) Bursar Office will contact the POC to schedule funds delivery.
- 4) Per arrangements, the requested per diem will be available for pick up at the preferred campus location during business hours. Cash will be provided in envelopes, one per student, for the approved per student per diem amount.
- 5) Faculty/staff member will sign for the cash and is responsible for distributing for obtaining receipt of funds signatures from each trip participant when cash is provided.
- 6) At conclusion of trip, POC provides the Bursar Office with the signature page of trip participants and returns any funds which were not distributed to trip participants.

**Bursar Office Instructions**

- 1) Authorized bursar staff order currency for delivery to designated campus and forward per diem request to designated campus cashier office or verify sufficient cash-on-hand to meet trip requirements. Per diem request is noted on the I Drive: Cashier Procedure/Per Diem Cash Advance and Currency Orders/A Currency Request and Cash Advance Record.
- 2) Campus cashier staff contact trip POC to coordinate transfer of funds one to two days before travel date.
- 3) For currency orders, upon receipt of funds, associate records receipt of funds (TouchNet credit to 6WGA and debit to NSTA--changing default description to PD Trip Designation), otherwise funds are provided from office cash-on-hand/petty cash. Envelopes containing per diem amount per individual for trip will be presented to faculty/staff member and top section of form completed.
- 4) Cashier staff verify POC has signature sheet for travel participants to sign for receipt of funds and requests POC complete the pre-trip section of the above form, including signature of person accepting the cash envelopes.
- 5) Upon trip completion, when POC returns signature sheet, verify signature match distributed funds and/or excess cash is returned and obtain signature on post-trip section.
- 6) If cash-on-hand funds were used, the above form is used in lieu of a "petty Cash Voucher" and included in the next petty cash check request. Any returned funds are returned to the cash-on-hand.
- 7) If currency order was placed for the trip, post any returned cash in TouchNet as non-student deposit, using CASH and NSTA; and post the per diem funds corresponding to the actual cash paid with credit to NSTA and debit to MISC, changing description to PD trip designation and FOAP to departments trip specific FOAP. Provide receipts to POC.
- 8) Complete the I Drive spreadsheet data and scan and save the trip documentation (Field Trip Request form and per diem calculator form, signature page of trip participants and completed request/receipt form).