Date		STUDENT FIELD TRIP FORM STU								
						more than one		t.)	٦	
Name of Organi	/ 755110 755115			755961	########		(Circle one)			
Name of Organization		/ 755110 755115 Organization # Field Trip Athletics				755961 ####### SAFAC Professional travel		(Circle one) Other		
Date/Place/Purpose of N	Лeeting:									
Actual Departure	Actual Return			Faculty Advisor/Sponsor(s)			r(s)	CWID		
Date:	Date:									
Time:	Time:									
	Total Attending: # Faculty				#Students (Atta			tach List)		
Business Office Use Only		:::::::::		: : : :						
Document #/Date	Transportation					Prep		Α	ctual	
	Car/Payee:			# of Miles	@	Per Mile	Reimburse only	\$		
						ć				
	Airfare/Paye					\$		\$		
	Payee:				Reimburse only		\$			
	Charter Bus-	Bus-Payee/PO:				\$		\$		
	Other:					\$		\$		
		Lodg	ing			,				
	Payee:					\$		\$		
	Meals (Attach meal per diem worksheet and list of students / faculty)									
	Payee:					\$		\$		
		Registr	ation							
	Payee:					Ś		Ś		
		Yes or No. If No,	return to			Į T		, ,		
				Totals		s		\$		
		Less Pr	epaid	<u> </u>		(\$)				
	Balance Returned (Mu			t agree to Cash Receipt)		(\$)			
BUSINESS OFFICE USE ON	Total Requested					\$				
By:	Date:			Pı	reapprova	ls	F	inal Appro	vals	
Checked:		Sponsor:								
Entered:		Dean / Org Mgr:								
Scanned:		VPP:								
Indexed:		Business Office:								

Student Field Trip Procedures

When students participate in an approved trip (including athletic game trips), the Student Field Trip form is completed by the trip sponsor for an advance of estimated expenses and submitted to the Business Office.

- Student field trips must have a direct instructional benefit.
- The form is submitted to the area dean/vice president twice: once on an estimated basis, and a second time to account for actual expenses incurred. The form is submitted to the Business Office before a trip only when an advance or prepayment is requested.
- The form should be submitted to the Business Office at least ten (10) working days prior to the date
 of any advance payment deadlines.
- If SAFAC funds are approved for a field trip, the originator must contact the Student Activities Office before completing the student field trip form.
- A list of names and CWID numbers of all participating students should be attached to the student field trip form. When the trip is completed, the student list should have the students' signatures next to their names acknowledging receipt of their per diem meal allowance.
- Student field trip expenses include:
 - o Transportation: The mode of travel should be the mode which produces the lowest cost to the college. Mileage is reimbursed at the approved rate of \$0.50 per mile. If transportation is via common carrier (plane, bus, train), attach canceled tickets to the student field trip form. A "Motor Vehicle Rental Exemption Certificate" must be presented to the vendor when renting vehicles in Texas. The District will not pay the 6% Texas sales tax and mileage on rental vehicles. Original fuel receipts must be attached to the student field trip form for reimbursement.
 - Lodging: A "Texas Hotel Occupancy Tax Exemption Certificate" must be given to the hotel.
 An itemized, paid invoice must be attached to the form. The District will not pay for personal phone calls, movies, alcohol, etc.
 - Meals: Student meals are advanced at the following per diem rate:

Breakfast \$13.00 Lunch \$18.00 Dinner \$24.00

- Miscellaneous: Any books, supplies, etc. which are required as part of the student field trip.
- Registration: Registration fees can be prepaid by submitting the original and canary copies
 of an approved student field trip form with a completed copy of the trip registration form at
 least ten (10) days prior to the mailing date. The check will be returned to the originator for
 mailing. Keep a copy of the registration form to attach to the student field trip form when
 the trip has been completed.
- After the trip is completed, the sponsor must turn in any unused monies to the cashier's office.
 A copy of the cash receipt must be attached to the student field trip form. Complete the form and submit it to the Business Office.
- Student field trip forms are available in the Business Office (CHEC), x3820 and the Cashier's Office (CPC, SCC, PRC, CYC).
- Seven days are required for processing field trip reimbursements.

WHITE - BUSINESS OFFICE | CANARY - ORGANIZATION Rev10-2018