

Date

STUDENT FIELD TRIP FORM

STU

(When charging more than one organization #.)

Name of Organization	/ 755110	755115	755961	#####	(Circle one)
	Organization #	Field Trip	Athletics	SAFAC	Professional travel

Date/Place/Purpose of Meeting:

Actual Departure Date: Date: Time:	Actual Return Date: Date: Time:	Faculty Advisor/Sponsor(s)	CWID
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Total Attending:		# Faculty	# Students	(Attach List)
Business Office Use Only	Document #/Date	Transportation	Prepay	Actual
	Car/Payee:	# of Miles @	Per Mile Reimburse only	\$
	Airfare/Payee:			\$
	Shuttle/Taxi Payee:		Reimburse only	\$
	Charter Bus-Payee/PO:			\$
	Other:			\$
Lodging				
	Payee:			\$
Meals (Attach meal per diem worksheet and list of students / faculty)				
	Payee:			\$
Registration				
	Payee:			\$
Mail check: Yes or No. If No, return to:				

Totals	\$	\$
Less Prepaid		(\$)
Balance Returned (Must agree to Cash Receipt)		(\$)
Total Requested		\$

BUSINESS OFFICE USE ONLY - FINAL

By:	Date:	Preapprovals	Final Approvals
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:
 - 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 \$8.00
 - Lunch \$12.00
 - Dinner \$16.00
 - 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 (CHCC), x3820 and the Cashier's Office (CPC, SCC, PRC, CYC).
- Seven days are required for processing field trip reimbursements.