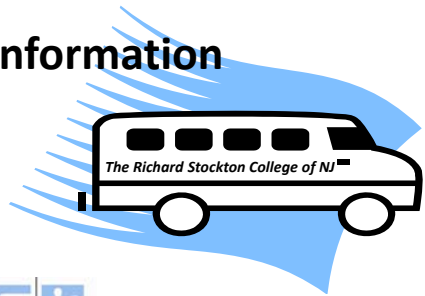


Office of Student Development
Clubs & Organizations



**Budget /Financial Procedures
&
Student Travel Information**



Club Budgets

Handled by Melissa Vander Ryk

Each organization should keep an accurate record of its finances separate from Student Development's accounting.

To inquire about available funds or expenses, email melissa.vanderryk@stockton.edu

Areas of Responsibility

- Maintain records of Budgets
- Handle Expenditure Requests
- Collect Prize Receipts/Maintain Database
- Process Contract Requests
- Petty Cash Requests
- Fundraiser/Revenue Deposits
- Chartwells Catering Invoices
- Print Shop Expenses

Expenditure/Purchasing Process

1. Submit check requisition form with back-up (i.e. quote or contract proposal) for Student Development's approval.
2. Determine if vendor is registered with the college. Work with S/D to register new vendors.
3. Order requests are entered into Banner and a Purchase Order is sent to the vendor to fulfill the order.
4. Vendor ships the order to S/D and provides invoice for final payment. Order is marked received and invoice forwarded to AP.
5. Accounts Payable pays the invoice within 30 days.

***Any quotes more than \$1,750 will require 2 other vendor quotes for price comparison.**

Check Requisition Form

STOCKTON COLLEGE
THE RICHARD STOCKTON COLLEGE OF NEW JERSEY
Office of Student Development

STUDENT ACTIVITY FUND EXPENDITURE REQUISITION FORM
For Payment of goods/services
(Minimum of Thirty Days processing time for Payment)

PLEASE PRESS HARD Date, Title, and of Location Event

Vendor Z#: _____

Vendor Name, Address: _____

HOLD CHECK AT BURSARS

THIS FORM WILL NOT BE PROCESSED WITHOUT APPLICABLE APPROVALS

Quote Attached Contract# _____ ARRTV # _____ Cost per Item: _____

Expenditure Description: _____

Name of Club/Organization: _____ Total: _____

Fund # 810005 Organization # SA _____ Account # _____

Club/Organization Authorized Officer: _____ Signature: _____

Print Name: _____ Title: _____ Date: _____

For Student Development Use Only

Each of the undersigned certifies that this request is complete, accurate and within the organization's approved budget

Faculty/Staff Advisor: _____ Date: _____

Office of Student Development Advisor: _____ Date: _____

Director of Student Development: _____ Date: _____

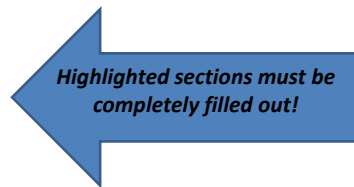
For Student Development Use Only

Audited by: _____ Date: _____

Requisition Invoice #: _____ PO#: _____ Check #: _____

White/Entry - Student Development Pink - Club/Organization div 10/11

***When checks must be issued before goods are shipped, please check this box to request a check.**




Store Cards



1. Submit check requisition form for approval.
2. Sign out the store card on the day you are shopping.
3. Return original receipt and card within 24 hours.
4. Provide event flyer and/or prize receipts to Student Development depending on the nature of the purchase.

***Store cards cannot be used to purchase gift cards.**
They are only to be used for merchandise purchases only.
Complete check requisition form to have a check cut.



Prize Receipts

What is considered a prize? – A purchased item that is intended to be awarded to a student at a club event. (i.e gift cards, merchandise or event tickets)

Prize Receipts must be completed at the event in order to track the prize item, student recipient and event information.

Return Prize Receipts as soon as possible to Student Development along with a copy of the event flyer.

***Cash prizes and bank issued gift cards are prohibited!
Gift cards are limited to a maximum of \$50.00.**

Prize Receipt Form

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY
OFFICE OF STUDENT DEVELOPMENT

PRIZE RECEIPT

You are the recipient of a _____ prize/gift
(Type or description of prize/gift)

From _____, an organization recognized by The Richard Stockton
(Organization/Club)

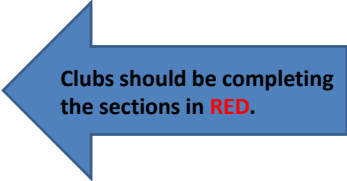
College of New Jersey, awarded at the _____
(Event/Program Name)

Hosted on _____
(Date of event)

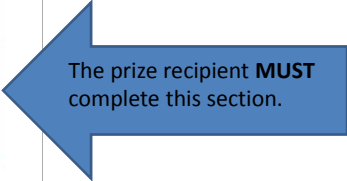
Name _____
ID Number _____ Cell Phone Number _____
Address _____
Email _____
Signature of Student _____

Please note that cash gifts or prizes cannot be awarded to anyone, including prepaid credit cards (Visa/AMEX/bank issued gift cards).

*An event flyer must accompany the prize receipt or an electronic copy can be emailed to Melissa.vandervik@stockton.edu



Clubs should be completing the sections in RED.



The prize recipient **MUST complete this section.**

Contracts



Contracts are required for any person or business coming onto campus to Provides a service to the college, regardless if payment is to be rendered or not.

- **Guest Speaker**
 - **Artist/Performer/DJ**
 - **Party Rental Services (rides, novelty entertainers, craft stations)**
1. Submit check requisition form with back-up (i.e. contract proposal and invoice) for Student Development's approval.
 2. Determine if vendor is registered with the college. Work with S/D to register new vendors.
 3. S/D will submit a contract request to Staff Counsel to review the vendor's proposal.
 4. Staff Counsel assigns a contract number; S/D drafts the appropriate contract type and submits to the vendor for signing. A Purchase Order is sent to the vendor as confirmation of the contracted event.
 5. The vendor submits an invoice to the college after services are rendered. Accounts Payable will pay the invoice within 30 days.

***In some cases a certificate of insurance may be required as determined by the office of Risk Management.**

Petty Cash Request Form (online submission)

Division of Administration & Finance
The Richard Stockton College of New Jersey

Petty Cash Disbursement

*** NOT FOR REIMBURSEMENT ***

This form is to be used to obtain a cash advance up to \$200 for purchases from vendors who will neither accept a College purchase order nor a College check. Gift cards require a purchase order. After receipt of the funds and purchase of items, a receipt or sales slip and any excess funds must be returned within 3 business days to the Buyer's Office. Additional funds may not be authorized for a budget unit if a receipt is outstanding.

Requestor's Name: _____
 Your E-Mail: _____
 Budget Unit Manager's E-mail: _____
 Amount: _____ (Max. \$200)
 Fund: _____
 Organization: _____
 Acct: _____
 Program: _____
 Description: _____

All petty cash requests must be pre-approved by assigned individuals from Administration & Finance prior to disbursement by the Buyer's Office.
 ONCE APPROVED YOU WILL RECEIVE EMAIL NOTIFICATION FROM PETTYCASH@STOCKTON.EDU

Submit

© 2012 Richard Stockton College
 The Richard Stockton College of NJ, 101 New King Park Drive, Camden, NJ 08102-2601
 856-652-1778

The online request form will be submitted by Student Development on the club's behalf based on the information provided.

Requests must provide the following:

- Requestor's Name
- Cell Number and Email Address
- Club's Name
- Amount Needed
- Purchasing from what store?
- To be used for what event or reason?

***If item is to be awarded as a prize, prize receipts and event flyer are required.**

Deposit Form

STOCKTON COLLEGE
THE RICHARD STOCKTON COLLEGE OF NEW JERSEY
Division of Student Affairs

STUDENT ORGANIZATION REVENUE REPORT

Date: _____

Fund #: _____

Organization #: _____

Account #: _____

Name of Organization _____

Category _____

Checks must be listed below:

Club/Organization _____

Student Development: _____

Bursar's Office: _____

White & Yellow Copies Bursar's Office Pink Copy Organization Green & Gold Student Development Nov 10/11

Donated/fundraised money must be deposited into the club's account.

**Complete the
 Organization Revenue Report
 and return with money to
 Student Development.**

***When donating to a charity the fundraiser flyer is required. It must state the intention of the fundraised donation.**

Complete a check requisition form in order for the donation check to be paid to the charity.

Be sure the charity is a registered vendor or work with S/D to get them registered as a new vendor.



Chartwells Catering

Email catering@stockton.edu to request a catering quote.

Include the following details:

- Event Date, Time, Location
- Pick-Up or Delivery
- Headcount for food quantity
- Desired Food Options

Your catering request must be approved by Student Development. Review the catering contract with your advisor. They will sign off and return the contract back to Chartwells.

Catering invoices are sent to Student Development. Your club account will be deducted for the catering expense after the invoice is received and processed.

Plan ahead of time!
Chartwells requires a 14-day lead time on all requests.

Print Shop Request Form

STOCKTON COLLEGE
STOCKTON, CALIFORNIA 95219-0001

PRINT SHOP SERVICES ARE FOR COLLEGE BUSINESS ONLY

Print Shop Use # _____

ORGANIZATION # _____ Today's Date: _____ DATE NEEDED BY: _____
 FUND # _____ Contact: _____ Phone # _____
 ORGANIZATION NAME: _____ Budget Off Manager: _____
 File Name: _____ Supplied by: _____
 Description of Project from Graphics: _____ Created by: _____
 Special Instructions: _____

PRINTING	FINISHERY
<input type="checkbox"/> Original	<input type="checkbox"/> Print Shop Request Form - Pkg 50
<input type="checkbox"/> Black and White Copies	<input type="checkbox"/> Color
<input type="checkbox"/> Color Copies	<input type="checkbox"/> Staple Bind
<input type="checkbox"/> Special Paper Book	<input type="checkbox"/> Cut
<input type="checkbox"/> White Paper	<input type="checkbox"/> Cut Bind
<input type="checkbox"/> Colored Paper (Color)	<input type="checkbox"/> Fold
<input type="checkbox"/> One Side Only Copies	<input type="checkbox"/> Corner
<input type="checkbox"/> Front and Back Copies	<input type="checkbox"/> 3 Hole Drill
<input type="checkbox"/> Front Covers (Color)	<input type="checkbox"/> Double
<input type="checkbox"/> Back Covers (Color)	<input type="checkbox"/> Print
<input type="checkbox"/> Letterhead - Book	<input type="checkbox"/> Staddle
<input type="checkbox"/> Envelopes - Regular	<input type="checkbox"/> Mail Merge
<input type="checkbox"/> Envelopes - Window	<input type="checkbox"/> Booklet
<input type="checkbox"/> 8 1/2" x 11"	
<input type="checkbox"/> 11" x 17"	
<input type="checkbox"/> 11" x 15"	
<input type="checkbox"/> Business Cards	
<input type="checkbox"/> NOR Forms	
<input type="checkbox"/> 2 Part	
<input type="checkbox"/> 3 Part	
<input type="checkbox"/> 4 Part	
<input type="checkbox"/> 5 Part	
<input type="checkbox"/> 6 Part	

Type of font preference for this Photo Copy or Printing request.

Letter Font

7 Font

Double Parallel Font

Single Font

French Font

Normal Font

ACCOUNTING USE	
Forms	\$ _____
Book	\$ _____
Binding	\$ _____
Total Imp.	\$ _____
Color	\$ _____
Misc.	\$ _____
Total	\$ _____

White Accounting Copy - Pick-up Request, Print Department Rev. 2-12

Only 25 copies per day or 75/week can be run in the Resource Room for club related material. For larger jobs use the Print Shop.

Advisors first must review, edit and approve your material.

All documents must include the disclaimer.

Your advisor will complete the print request form and send to the Print Shop for completion.

Print Shop expenses are deducted from club accounts each month.

Student Travel



The Travel Process

- **Consult with your club's Student Development Advisor before making any travel plans.**
- **Allow 6-8 weeks to process travel request.**
- **Secure an attending faculty/staff advisor.**
- **Complete and return the Student Development Travel Packet.**
Includes a Travel Checklist, an outline of Trip Coordinator expectations and travel forms.

**prior to travel, a club roster must be submitted to Barbara Teel in the Office of Student Development.*



Travel Packet

Travel Checklist

Office of Student Development



Travel Checklist

Consult with your Club/Organization's Student Development Advisor before planning any travel.

- Submit your club roster to Barbara Teel in Student Development
- Complete Student Organization Travel Proposal
- Complete Travel Funds Worksheet
- Complete Extra Curricular Travel Form (*keep a copy for Trip Coordinator*)
- Have all participants complete and sign the Waiver for Participation
- Have all participants sign the Travel Reimbursement Agreement
- Secure lodging and registration with your Student Development Advisor
- Discuss transportation options with your Student Development Advisor
 - Complete Vehicle Reservation form (*if applicable*)
 - o Provide copy of Driver's License (*if applicable*)
 - o Complete Driver's License Disclosure (*if applicable*)
 - If flying, provide names of participants as it appears on their identification and birth dates
- Submit a Check Requisition for all checks to be processed (*available in Student Development*)
- Obtain the Off Campus Travel Emergency Guide



Check over the Trip Coordinator Expectations and Important Notes and Tips

Trip Coordinator Expectations and Other Important Travel Information

Trip Coordinator Expectations

The Trip Coordinator may be a club member or a faculty/staff advisor. However, if the Trip Coordinator is a student, a faculty/staff member may also be required to attend.

- o Meet with the club/organization's Student Development Advisor to discuss details of the trip and to determine his/her responsibilities in planning and implementing the travel plans.
- o Meet with members participating in the trip to explain details and that all persons traveling will be subject to the policies of the college and are to conduct themselves in accordance with the Campus Code of Conduct.
- o Review the **Off Campus Travel Emergency Guide** and follow guidelines to address emergencies, including reporting processes.
- o Insure that all participants have completed and signed the **Waiver for Participation**.
- o Insure that all participants have signed the **Travel Reimbursement Agreement** (*if applicable*).
- o Maintain and keep a copy of the **Extra Curricular Travel Form** which contains a list of emergency contacts for each participant.
- o Attend the trip to coordinate trip details.
- o Retain all receipts for expenses occurred during travel and submit them to Student Development upon return.

Travel Notes

- Consult with your club's Student Development Advisor before making any travel plans
- Please allow 6-8 weeks to process travel request
- A faculty/staff advisor may be required to attend
- Males and females are not allowed to share a room
- Stockton vehicles are only allowed to be driven by paid College employees
- Students who are still yet 18 years of age must have a parent/guardian sign a waiver **prior** to participating in activities that require a waiver.
- Any vendor receiving a check for your trip must be registered in the Banner system. Paperwork and instructions are available in Student Development

Quick Tips

- Take advantage of conference early bird registration fees when possible
- Over estimate flight expenses as they change daily
- For local trips and when pool vehicles are not available, Stockton Auxiliary Services, Inc. (SASI), has a limited number of shuttle vehicles available at an hourly rate
- October-November and March/April are busy travel months so if your conference is during those times, schedule a meeting with your advisor as soon as possible.

*For any additional questions or concerns, see **Howe Talliver** in the Student Development Office or contact your club/organization's Student Development advisor.*

Club/Organization Travel Proposal



OFFICE OF STUDENT DEVELOPMENT
CLUB/ORGANIZATION
TRAVEL PROPOSAL

Date(s) of Trip: _____

Club/Organization: _____

Destination: _____

Trip Coordinator: _____

Below please give a brief description of the trip purpose, educational components, and how it is connected to the mission of the club:



GET INVOLVED
OFFICE OF STUDENT DEVELOPMENT
STOCKTON UNIVERSITY

This form will be reviewed prior to travel

Travel Funds Worksheet

OFFICE OF STUDENT DEVELOPMENT
Travel Funds Worksheet

ORGANIZATION _____ DESTINATION _____

PURPOSE OF TRIP _____ APPROX. ATTENDANCE _____

TRIP COORDINATOR _____ CONTACT INFORMATION _____

FACULTY/STAFF MEMBER ATTENDING _____

TRANSPORTATION EXPENSES:

Charter Bus: _____ Total \$ _____

Stockton Shuttle: _____ Total \$ _____

Tolls and Parking Fees: _____ Total \$ _____

AIRFARE:
Number of travelers _____ x cost per ticket \$ _____ Total \$ _____

**The college discourages the use of personal vehicles for student travel.*

REGISTRATION/ENTRY FEES:

Number of Students _____ x cost per student \$ _____

Number of Students _____ x cost per student \$ _____

Tax \$ _____ Total \$ _____

MEAL EXPENSES:
Do not calculate meals that are included in the cost of registration.

Breakfast(s) @ \$ _____ for _____ travelers = \$ _____

Lunch(s) @ \$ _____ for _____ travelers = \$ _____

Dinner(s) @ \$ _____ for _____ travelers = \$ _____ Total \$ _____

**Typically, meals are not funded.*

HOTEL EXPENSES:

Number of rooms _____ x cost per room \$ _____ x number of nights _____

Number of rooms _____ x cost per room \$ _____ x number of nights _____ Total \$ _____

MISCELLANEOUS EXPENSES:

OTHER (explain) _____ Total \$ _____

OTHER (explain) _____ Total \$ _____

ESTIMATED TRIP COST _____ Total \$ _____

Attach supporting documentation for ALL funds requested and submit all receipts upon return.

For recording and submitting all travel expenses

**This form can also be used as a guide for Supplemental Budget Requests!*

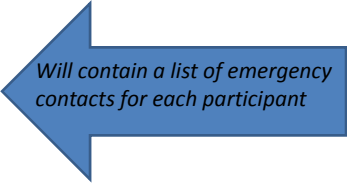
Extra Curricular Travel Form

THE OFFICE OF STUDENT DEVELOPMENT
Extra Curricular Travel Form

Organization: _____
 Travel Destination: _____
 Purpose: _____
 Travel Dates: _____
 Trip Coordinator/Advisor (print): _____
 Trip Coordinator/Advisor Cell #: _____
 Stu Dev Advisor's Signature: _____
 Stu Dev Advisor's Contact #: _____

Students Name	Student Z#	Student Cell #	Emergency Contact #

FAX to Campus Police, Extension 4454 on _____



*A copy of this form should be retained by the Trip Coordinator in case of emergency.

Waiver for Participation

Richard Stockton College of New Jersey
Waiver for Participation for Persons Over 18

Location: _____
Date: _____

I, _____ (print name) have voluntarily requested permission to participate in the Richard Stockton College (trip) _____ on (date) _____. I have familiarized myself with the program and I believe that I am physically, medically and mentally capable of participating in such activity. If there are any medical or other concerns which might limit my participation in such event, I have advised appropriate personnel of such concerns. I am agreeing of my own free will to participate in this activity and use of any facilities or equipment associated with this event.

I have personally and willingly assumed responsibility of all known and unforeseen risks that may occur arising out of my participation in this program. On behalf of myself, and any of my heirs, assigns or successors, I hereby agree to release, indemnify, defend and hold harmless Richard Stockton College of New Jersey and its officers, agents, servants, Board of Trustees, and employees against any damage, claim, demand, liability, judgment, loss, expense, or costs arising from participation in this event whether due to intentional acts or omissions or negligence of Richard Stockton College or any of its employees, servants or agents or those of third parties or organizations. I acknowledge and agree on behalf of myself, my heirs, assigns or successors, that I am releasing Richard Stockton College of New Jersey from any liabilities in law or equity, however the liability may arise, for any injuries, fatalities, damages, losses or expenses to myself or my personal property. I agree and consent that any disputes arising out of participation in this activity and any and all claims that I may bring against the State of New Jersey and the Richard Stockton College of New Jersey and their employees as a result of this activity shall be subject to the provisions of the laws of the State of New Jersey, particularly the New Jersey Tort Claims Act (N.J.S.A. 59:1-1 et seq), New Jersey Contractual Liability Act, (N.J.S.A. 59:13-1 et seq), the New Jersey Charitable Immunity Act, (N.J.S.A. 2A:53A-7 et seq) and no other action for monetary damages or other legal or equitable relief shall be brought in any other jurisdiction other than the courts of the State of New Jersey and venue in Atlantic County, the situs of the College. I agree that should any damages arise out of my participation in this program that I am financially responsible.

I certify that I have read this release, I am at least 18 years of age and that by my signature below, I bind myself, my heirs, assigns, administrators, and executors to this agreement.

Date: _____ Signature: _____ Z#: _____

Printed Name, Address and telephone of number of participant _____

Name, telephone number and relationship of person traveling to notify in case of emergency _____



Travel Reimbursement Agreement

TRAVEL REIMBURSEMENT AGREEMENT

Club/Organization	Destination	Travel Dates

I understand that Stockton will be paying for expenses on my behalf which may include travel, registration and/or entry fees. By signing below, I acknowledge that if I am unable to attend this trip, I agree to reimburse Stockton the full cost of the fees paid on my behalf (except in the event of a documented medical or family emergency). Failure to reimburse Stockton as agreed may result in a hold on my academic records, prohibiting registration, release of grades, etc. until the College has received full reimbursement.

All signatures must be in ink. Witness must be a Stockton Employee.

Date	Student Name (printed)	Z Number	Student Signature	Witness Signature	Witness Name (printed)

To be signed by all participants prior to travel (if applicable).

Vehicle Reservation Form

OFFICE OF STUDENT DEVELOPMENT
Vehicle Reservation Form

Club Organization: _____

Purpose of Trip: _____

Advisor/Trip Coordinator: _____

Destination (complete address): _____

City, State: _____

Date of Departure: _____ Pick-up Time: _____ am pm

Date of Return: _____ Drop-off Time: _____ am pm

Pick-up and Drop off point on campus: _____

Approximate number in group: _____

Stockton Pool Vehicles
 Number of vehicles (limit 2): _____
 _____ 7 passenger minivan
 _____ 9 passenger Chevy Suburban
 _____ 15 passenger van*
 Driver(s)**: _____

*15 passenger vehicle drivers must complete an online defensive driving course that can be set up through Sandi Mintz in the Risk Management Office: Sandi.Mintz@stockton.edu or 609-626-3603.
 **All drivers must submit a copy of their driver's license and complete the ANNUAL DRIVER'S LICENSE VERIFICATION AND SELF DISCLOSURE FORM available in the Student Development Office.

Stockton Shuttle
 \$55 per hour

Chartered Bus
 See Melissa Vander Ryk or your club's Student Development advisor for quote

Transportation Request

Authorization Request for Travel/Vehicle (ARTV Form)

Richard Stockton College of New Jersey
AUTHORIZATION REQUEST FOR TRAVEL/VEHICLE/STATE TRAINING

DO NOT WRITE IN THIS BLOCK
RSCNJ ARTV
 HUMAN RESOURCES STAFF FENG

I request authorization to incur nonreimbursable expenses as follows:

Employee Name: _____ Department: _____
 Check Reason For ARTV: Conference/Convention Business Meeting held by other than NJ Dept/Col/Inst Business Meeting Other Conferences Staff Training (apply details in explanation box below) Course Related Other

Explain Reason for travel or staff training on form (include names of other college employees traveling on same mission or participating in same activities)

Date & Time of Departure/Event: _____ Date & Time of Return: _____ Departing From Location: _____ Destination: _____
 Date: _____ Time: _____ AM/PM Date: _____ Time: _____ AM/PM

Request authorization for recurring monthly/semester travel
 ***** You must complete the following questions ***** (NOTE: IF YOU ARE A FACULTY MEMBER ATTENDING A CONFERENCE FOR A SCHOLARSHIP PURPOSE, TEACHING OR RESEARCH YOU MAY SKIP THIS SECTION AND YOU ARE STILL REQUIRED TO COMPLETE THE RSCNJ REQUEST FOR APPROVAL OF ATTENDANCE FORM)

1. Will employees receive an Honorarium or be paid from outside sources in connection with this assignment? Yes/Amount \$ _____ No

2. Is the employee attending an event which means a meeting, speaking engagement, symposium, general meeting, off-site meeting, open house, cocktail party, luncheon, holiday party, social function, or similar event that takes place away from the State's official's work location, is sponsored or cosponsored by a non-state government source? Yes No

IF YES TO QUESTIONS 1 OR 2 MUST COMPLETE THE RSCNJ REQUEST FOR APPROVAL OF ATTENDANCE FORM
 3. Is the employee's travel being totally paid for with College funds/grant funds held by the college? Yes No
IF NO TO QUESTION 3 MUST COMPLETE THE RSCNJ REQUEST FOR APPROVAL OF ATTENDANCE FORM

TRAVEL DESCRIPTION	AMOUNT
Transportation	
<input type="checkbox"/> Air Travel _____ \$ _____ Air	
<input type="checkbox"/> Other _____ \$ _____ Other	
<input type="checkbox"/> RSCNJ Vehicle: # of Vehicles _____ # of Passengers _____ Personal Auto _____ Miles @ .88 (current rate) _____ \$ 88 _____ Mileage	
<input type="checkbox"/> Request transport details (attached to a list of students) Waivers are to be fully executed and held by Risk Management	
Meals For Dinner Rate _____ Lunch _____ \$ 0.00	
Breakfast _____ Rate _____ Dinner _____ Rate _____ \$ 0.00	
(Indicate any meals included in the conference fee) Meals And Incidental Expenses _____ \$ _____	
Lodging _____ CURT _____ \$ 0.00	
Vendor Name _____ City, State _____ ZIP _____ Rate (if applicable) _____ \$ 0.00	
Registration Fee _____ \$ _____	
Vendor Name _____ City, State _____ ZIP _____ \$ _____	
Other Expenses (ie: internet access, baggage, etc) _____ \$ _____	
	TOTAL \$ 0.00

CERTIFICATION / APPROVALS
 I CERTIFY that the charges to be made will be in accordance with The Richard Stockton College of New Jersey Travel Procedures and will be limited to those required in an official capacity.

Business Fund/Col Account # #10029A731085
 I APPROVE this request and CERTIFY that sufficient funds are available for these charges in the accounts of this budget unit.

Employee Signature: _____ Date: _____ Budget Unit Manager: _____
 Title: Director of Student Development Date: _____

Official Use Only
 Approval in a Box not to exceed \$ _____ Travel Office Signature: _____
Please submit completed forms to the Travel Office

This form is not in the packet. It will be prepared by Student Development

**This form will be sent through the approval process and must be processed prior to travel:*

- Coordinator/Advisor attending
- Director of Student Development
- Dean of Students
- Affirmative Action (if applicable)
- Travel Office

Questions

13