



CPP Study Abroad Accounting Quick Reference Guide

International Travel Memo with Student Travelers – Everything that will be paid out/reimbursed must first have the approved memo and will be attached to each invoice when sent to any accounting office for processing.

- [Travel Checklist](#)

Concur

- Submit Travel Requests as soon as memo has been approved by Provost (or no later than 60 days prior to international trip)
 - o [State-side Travel Policy](#) – lists all allowable expenses, processes, and detailed instructions for faculty reimbursement
 - [Travel Exception Request](#) Form (state-side) – fill out whenever state-policy has not been met (ex: Late Travel/Expense request submission)
 - o [Foundation Travel Policy](#) – lists all allowable expenses, processes, and detailed instructions for faculty reimbursement.
 - [Student Travel Policy](#) and [International Travel Requirement to Purchase Insurance Policy](#) (Foundation)
 - [Foundation Student Travel Packet](#)
- Expense Request submitted as soon traveler has returned from trip (no later than 60 days after trip has taken place).

Reimbursements for Out-of-Pocket Expenses According to Account/Fund Type

- o [Disbursement Vouchers](#) (Foundation funds)
 - Needs approval signature from DO and Foundation
- o [Disbursement Requests](#) (ASI/IRA funds)
 - Will need student/club leader to submit for advisor approval via OnBase.
- o [Direct Pay](#) (State-side funds e.g. SPICE Grants or Professional Development funds)

Foundation Accounts Payable: fdap@cpp.edu

[Policies and Procedures Website](#) – helpful information on how to access funds, spend funds, and manage Foundation accounts

- [New Account Request](#) form – fill out to open new Foundation account for Study Abroad trips.
- [Vendor Data Record](#) form – fill out to pay any invoices with new Vendors
- [Request for Invoice](#) form – fill out to bill state-accounts/transfer SPICE funds into Foundation account.
- [Deposit Slip](#) form – fill out when accepting all student checks/deposits. These needs to be walked over to Foundation.



- [Travel Authorization and Expense Report](#) – This will need to be filled out by every student who is having expenses paid for by the University/Faculty and attached to Concur Expense report for faculty reimbursement of out-of-pocket expenses (top box /portion only) if using a Foundation account.
- [Cash Advance Request Policy](#) – [Disbursement Vouchers](#) form required to process all cash advances. Advance payment for services requires a [Vendor Data Record](#) form on file.
 - o **Note:** Per Policy #122, amounts in excess of \$3,000 require two (2) signatures from the authorized signer or their supervisor (or their designees) for restricted Campus and Scholarship programs

[Foundation P-card Policy](#) and [P-card Application](#)

- The P-Card can be used for travel. All purchases must be in accordance with [Foundation travel policy](#) including meal reimbursements. Please review the policy prior to travel.
- The traveler should use the purchasing card for travel related.

State-side Accounts Payable: cpp-ap@cpp.edu

[CSU Travel and Business Expense Reimbursements Policy](#) (state-side accounts)

- **Cash Advances**
 - o In accordance with the procedures established by the campus, travelers may request cash advances from the University to cover estimated out of pocket expenses.
 - o Cash advances should not be authorized under the following circumstances:
 - More than 60 days have elapsed since a prior trip and no Travel Claim has been submitted,
 - The CSU issued travel card has been lost. Lost cards should be reported to the appropriate credit card company immediately and arrangements made for issuance of a replacement card.
 - The CSU issued travel card cannot be used due to the traveler's failure to meet the payment terms of the card; or
 - Since a traveler should have no more than one outstanding cash advance at a time, each cash advance should be accounted for before another cash advance is granted.
- **Pre-Paid Expense Reimbursement**
 - o Employees may also request reimbursement for costs incurred prior to the actual dates of travel by submitting a **travel advance request** or **travel claim form** for reimbursement. This includes situations where credit card expenses must be paid before a trip is completed or when the travel requires special handling, such as international travel, group travel for athletics, bowl games and student groups.



State-Side Individual/Department Travel Purchasing Cards – (registration fees, airfare, meals within per diem, and lodging). [State-side P-card Application](#)

- [State-side Policy for Individual Travel P-Card](#)
 - **Allowable Travel Expenses**

The Corporate Individual Travel Card can be used for all expenses incurred for university business related to travel; both pre-paid travel expenses and those incurred during travel.
 - **Travel Including Student Participants**

The Corporate Individual Travel Card may be used to pay for travel related charges on behalf of students, when requested and approved in advance on the cardholders Travel Request. The cardholder must be accompanying the students on the business-related trip. All students traveling on official university business are required to have a signed "Release, Hold-Harmless and Informed Consent" statement on file prior to incurring costs for, or the commencement of, a trip. Expenses incurred for trips including student participants should follow the guidelines for faculty and staff, as outlined throughout these procedures.
- [State-side Policy for Department Travel P-Card](#)
 - **Registration Fees (Domestic or Foreign)** Fees associated with workshops, conferences, seminars, training and conventions may be paid with the Corporate Departmental Travel Card. For travel documentation purposes, the cardholder must include the registration confirmation and conference brochure stating the amount of the registration fee and what is included in the fee (meals, lodging, etc.) as part of their monthly reconciliation package.
 - **Airfare (Domestic and Foreign)** Airfare may be booked using an on-line travel website (Expedia, etc.), or directly through the airline website, so long as an itemized receipt can be obtained from the vendor. The cardholder should select the most economical fare that meets the travel schedule; such as coach or any other discounted economy-class fare. The cardholder must include an itemized receipt as part of their monthly reconciliation package.
 - **Lodging (Domestic and Foreign)** Lodging may be paid using the Corporate Departmental Travel Card, if the establishment allows for charges to be paid in advance. The traveler must obtain an itemized receipt(s) from the front desk when checking out of the hotel and present the itemized receipt to the cardholder to be included as part of their monthly reconciliation package.
 - **Travel Including Student Participants** The Corporate Departmental Travel Card may be used to prepay expenses for students who are traveling on official university business. All students traveling on official university business are required to have a signed "[Release, Hold-Harmless and Informed Consent](#)" statement on file prior to incurring costs for, or the commencement of, a trip. Expenses incurred for trips including student participants should follow the guidelines for faculty and staff, as outlined throughout these procedures.