

Title	ASCC Sponsored Student Group Travel	SOP #	
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1. Purpose

Process to arrange student travel sponsored/supported by the Associated Students of Cerritos College, including travel by student clubs & organizations.

2. Scope

This procedure must be implemented for any travel undertaken by students as part of an ASCC-sponsored event or activity. This procedure includes travel taken by student clubs and organizations, including travel funded by trust accounts. This procedure does not apply to athletic team travel.

3. Definitions/Acronyms

Associated Students of Cerritos College (ASCC) – the representative student body for Cerritos College Students. Members of the ASCC are currently enrolled students who have paid their semester/summer Student Activities Fee.

ASCC 600 Account – these accounts describe ASCC-allocated funding to student clubs/organizations and campus departments/programs. These funds are allocated each year on a one-time basis, and do not roll over. The funds are voted on and approved each spring semester by the ASCC Cabinet and ASCC Senate.

ASCC 250 Account – these are student organization trust accounts as defined by California Education Code § 76063. Any funds the student organization receives, such as through dues or fundraising, must be deposited within an established 250 account within 7 days.

Advisor – the advisor on record for a registered student organization. In cases where the travel is arranged by a department or program, the Advisor is the lead Cerritos College full-time faculty, staff, or manager responsible for the trip.

Original, Itemized Receipt – original, itemized receipts are required for reimbursement of any expenditure. All receipts must be original (not a photo or copy), itemized (show each item purchased), and must show how payment was made (credit card, check, cash). Summary receipts from restaurants that show only the total cost (without what was purchased) are not acceptable.

4. Responsibilities

1. **Student Club/Organization Advisor** – prepares information and forms related to travel, submits request and related documents to Student Activities, and follows up on expenditures related to travel to close out the activity.
2. **Student Club/Organization Officer** – may assist Advisor in preparation of required documents for travel.
3. **Administrative Clerk II, Student Activities** – checks student eligibility for travel, and submits requisitions to arrange ASCC sponsored travel.

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4. **Coordinator of Student Activities** – maintains Student Travel Packet records, and emails a scanned copy of the packets to advisors prior to travel.
5. **ASCC President (or designee)** – reviews and approves expenditures related to ASCC sponsored student travel.
6. **Dean of Student Services** – provide approval for student travel requests, and approves expenditures related to ASCC sponsored student travel.

5. Procedure

0. Advisor gathers all relevant information for transportation. This includes, but is not limited to, costs relating to: registration, ground transportation (including District vehicles or buses), air transportation, baggage costs, parking, mileage, lodging, meals, etc. Note: All travel outside the United States will require approval by the Board of Trustees before the travel event takes place.

Funding must adhere to current ASCC guidelines relating to meal money amounts, as identified in the ASCC By-Laws. Meals are not provided on a per diem basis, and each meal (breakfast, lunch, dinner) has identified maximum amounts that limit reimbursement. The current meal limits per traveler (student or advisor) are:

- \$10 Breakfast
- \$14 Lunch
- \$18 Dinner

The meal costs above are maximum amounts that can be spent, and do not indicate they are required amounts for meals, or guarantee reimbursement. Advisors are responsible for budgeting travel costs appropriately with approved and allocated 600 account funds, or available 250 account funds. Available funding may vary, and it is the Advisor and/or students will be personally responsible for any costs that exceed available funds, and will not be reimbursed beyond what is available/allocated or allowable under District policy or ASCC By-Laws (i.e. meal allotments).

1. STEP 1 – ELIGIBILITY CHECK

Advisor submits an **ASCC Travel Eligibility Check Form** to the Student Activities Office. This form will list all students traveling, and their student identification numbers.

Eligibility requirements for ASCC-sponsored travel are:

- Students must be currently enrolled in a course at Cerritos College.
- Students are current members of the ASCC, as indicated by paying their semester/summer Student Activities Fee.
- Students must have a minimum 2.0 prior semester grade point average.

Advisors will be notified of any students who do not meet eligibility requirements.

This form should be submitted as soon as possible, and no later than 45 calendar days prior to travel. If air transportation is being arranged, the list should be provided no later than 60 calendar days prior to travel.

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2. STEP 2 – COMPLETE TRAVEL REQUEST PACKET – Parts A-C must be completed before moving to step 3.

A. ADVISOR CONFERENCE & TRAVEL REQUEST FORM

Advisor and any additional Cerritos College employees (classified, confidential, faculty, or management) participating in the travel must complete a District ‘**Conference & Travel Request Form**’, obtaining all required signatures (manager, applicable Vice President, and President/Superintendent and/or Board if necessary based on amount, timing, and location). Attach a copy of “**ASCC Student Travel Request Form**” if students are traveling.

The Advisor must list the **entire cost** of the travel on this form, including the costs for all students traveling. A note should be made on the form that the travel includes the advisor, and the number of students traveling (i.e. “Cost includes self and 10 students”).

The Advisor must request a copy of the form with signatures from their Vice President and/or Office of the President, and provide the final copy to Student Activities as part of a completed travel packet (see step 6). Per AP 6900 requests for travel with expenses exceeding \$1,000 will require approval by the President/Superintendent or designee before the travel event takes place

B. STUDENT GROUP TRAVEL REQUEST FORM

Advisor or Student Organization Officer completes the “**Student Group Travel Request Form**” to identify final students participating, and the associated travel costs.

This form must identify student information as it appears on their government-issued identification card, and their student ID number, date of birth, and gender.

A copy of all information obtained in step 1 should be attached to this request. Examples include:

- Registration
- Hotel quote showing room rate, with number of nights and number of rooms need (including room taxes and fees)
 - **NOTE:** If hotel is requested, a rooming list must be provided to indicate which students are paired in a room. This is required in order to make reservations.
- Airline itinerary, showing date, time, airport, airline, cost (including taxes and fees)
- Maps showing mileage from College to destination (and destination to college)
- Parking costs
- Shuttle fees
- Meal money advance claim statement
 - If requesting meal money advance, the advisor must provide a signed claim statement that identifies the trip name, dates, location, and a breakdown of the meal money requested (amount x number of people x number of days, for example: \$42/day x 5 people x 2 days = \$420.00). If a meal is provided at the

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event, the 'meal money' provided for that meal should not be included in the total 'meal money' requested.

Travel may not be arranged using third-party sites (i.e. Expedia, Booking.com, Priceline, etc.), estimates must be provided directly from an airline, hotel, car rental company, etc.

Ground transportation (i.e. shuttle, taxi, Uber/Lyft, etc.) cannot be arranged in advance by the District. Advisors/students will be responsible for making arrangements and paying for these services, and request reimbursement after the travel occurs.

If requesting a District vehicle or bus the advisor must complete the "**Facilities Department Transportation Request**" form and provide it to the Administrative Secretary I in the Facilities department. The Administrative Secretary I will secure a quote for a vehicle/bus rental for the advisor, and will arrange the confirmation of this travel component.

C. TRAVEL LIABILITY FORMS

Advisor or Student Organization Officer collects "**Travel Liability Form**" from each student participating in travel. This packet contains the following required forms:

- i. Medical Consent Form
- ii. Attendance Agreement
- iii. Code of Conduct for College & ASCC Sponsored Activities
- iv. Hold Harmless and Indemnification Agreement
- v. Non-District Transportation Notice (if applicable – only if students are traveling in non-district provided transportation at any point of the trip, such as a personal car as driver or passenger, taxi, shuttle, etc.)
- vi. Consent for Treatment of a Minor (if applicable – only if student is under 18 years of age)

This form will be submitted as part of the completed travel request packet (see step 6). The original forms will be kept on file in Student Activities, and a scanned copy of the forms will be emailed to the Advisor prior to travel so that the information is readily available in case of emergency.

3. STEP 3 – SUBMISSION

Advisor schedules a meeting with the Administrative Clerk II in Student Activities to review and submit a complete travel packet, containing:

- A. A copy of the advisor's **Conference & Travel Request Form** (with signatures)
(Note: Advisor that is on the Signature Form/Account)
- B. The **ASCC Student Travel Request Form**
 - i. Including printed copies of all travel arrangements being requested. I.e. - registration, lodging (and rooming list), ground transportation, air transportation, meal money claim statement, etc.

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C. The **Student Travel Packets** (one for each student listed in the ASCC Student Travel Request Form)

This step should be completed as soon as possible, and no later than 45 calendar days before travel involving ground transportation, and no later than 60 calendar days before travel involving air transportation. As airplane ticket prices can change quickly, it is important to secure this travel as far in advance as possible to obtain the least expensive flight(s).

4. The Administrative Clerk II submits requisitions on behalf of the Advisor.
5. The assigned Buyer in Purchasing secures travel arrangements, creates related Purchase Orders, and provides any needed travel arrangement details to the Advisor.
6. The assigned Accounting Technician assigned to ASCC Accounts will issue a check, obtain signatures, and payment will be sent to the vendor(s) or held at the Payroll window for the Advisor to pick up if noted on the claim statement(s).

If the Advisor requested a meal money advance, a check will be provided in their name. The Advisor is responsible for cashing the check and providing funds for meals during travel. At the conclusion of travel, within 10 business days, the advisor must return unused funds and all **original, itemized receipts** for expenses to the Payroll window. The unused funds and receipts must total the amount of the check issued to the Advisor.

7. The travel occurs.
8. The Advisor and/or students submit for reimbursement and/or return meal money advance documentation:
 - A. **Meal Money Advance:** The advisor submits unused meal money and receipts as detailed in step 9.
 - B. **Meal Money and Other Reimbursements:**
 - i. The payee (person being reimbursed) must submit a signed claim statement and original, itemized receipts to the Student Activities Office.
 - ii. Reimbursements may be submitted per payee, and can include reimbursements for meal money, mileage, hotel costs not prepaid by the District, etc.
 - iii. For meal money - on each receipt, write the date and meal it corresponds to (i.e. 4/17/18 lunch) and the names of those who it pertains to. If the meal cost is for the entire group, a printed list of the group is allowed (should space not permit writing names on a receipt). For each receipt, it must be clear what day and meal the receipt is for, and who the costs are attributed to.
 - iv. If there are questions about submitting for reimbursement, schedule a meeting with the Administrative Clerk II in Student Activities, and bring all (original, itemized) receipts to the meeting. Assistance will be provided in creating a claim statement.

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- v. The payee and the club/organization advisor (Advisor on the signature form) must sign each claim statement.
- vi. The Dean of Student Services may sign as the District manager. After a requisition is created the ASCC President and Dean of Student Services will review and approve if appropriate. The reimbursement will then be routed to Purchasing for creation of a purchase order, and to Accounting for the check to be prepared and mailed to the payee (students) or available for pick-up at the Payroll window (employees).

Travel reimbursement claims must be submitted no later than 30 calendar days after the travel occurs.

Forms submitted after 30 calendar days, or forms that are incomplete and do not include necessary itemized original receipts, may be denied for reimbursement. It is the payee's responsibility to submit for reimbursement within this established timeframe, and it is the Advisor's responsibility to share this information with their student group/organization members and travelers.

6. Forms

All forms are available on the ASCC Forms Webpage: <http://www.cerritos.edu/activities/forms-and-resources/>

- ASCC Travel Eligibility Check Form
- Conference & Travel Request Form
- Student Group Travel Request Form
- Travel Liability Forms
- Facilities Transportation Request Form
- ASCC Claim Statement
- W-9 Forms

7. References

[California Education Code § 76060-76067: Student Organizations](#)
[BP 4300 Field Trips & Excursions](#)
[AP 4300 Field Trips & Excursions](#)
[BP 6500 District Vehicles](#)
[AP 6530 District Vehicles](#)
[BP 6900 Travel](#)
[AP 6900 Travel](#)
[Associated Students of Cerritos College Constitution & By-Laws](#)

8. Revision History

7/19/18 First draft of procedure