

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> Travel Request, Advance & Reimbursement Overview	<b>Page:</b> 03.08.01
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General

To ensure that adequate consideration and planning is given to all business travel, the “CCM Travel and Entertainment Policy was amended **November 20, 2023**, by the County College of Morris’ Board of Trustees. This amendment is on file in the accounting office, as well as other locations on campus, for review as requested. In order to implement this policy, the following procedures/forms must be utilized.

1. The “**Travel Authorization/Cash Advance Request Form**” must be completed prior to the travel. This multi-purpose form provides authorization for the travel and its’ estimated cost, as well as authorizes the necessary cash advance for meal **expenditures up to \$95 per day** for employees (\$95 a day for Board members). Each applicable line item indicates the method of payment (i.e. Direct payment to vendor, cash advance to traveler or reimbursement to traveler). This form must be signed by the traveler and their direct supervisor. If the employee is requesting a cash advance, the original is forwarded to the Accounting Department to initiate payment. See Procedure 03.09 for detailed instructions on this form.
2. **To request direct payments to vendors**, (i.e. hotels, conference registration fees, etc.) complete an “Accounts Payable Check Request” form (03.10). If documents need to accompany the payment, please forward them to the Accounting Department and check the appropriate box in the “Special Instructions” section of the check request form. Also, please attach a copy of the approved “TRA”. See Procedure 03.10 for detailed instructions on this process.
3. The “**Expense Claim Form**” is to be used for reimbursement of expenses actually incurred, as well as the settlement of cash advances. The approved Expense Claim Form needs to be received by the Accounting Department **within 10 days of the end of the trip in order to be reimbursed** (15 days for Board members). If there is an amount due CCM, a copy of the expense claim form and payment should be brought to the Bursar Window (**SCC225**) immediately. For all employees, **the original form MUST be completed within 10 business days of ALL travel or expenses will not be reimbursed without approval from the Executive Vice President of Business and Finance**. See Procedure 03.11 for detailed instruction on this process.
4. **Special Out of State Travel Requirement** – Each trustee, officer or employee **must** “file a [written] statement as to the activities attended and the value of the conference” with their expense claim form.

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Miscellaneous

5. Meals for students (Athletic teams, student clubs and organizations).  
**The “Travel Authorization/Cash Advance Request Form” must be completed prior to the travel. Once the event has concluded, an expense reimbursement form must be filed within 10 days of incurring the expense or completion of the trip in order to be reimbursed. Appeals based upon extenuating circumstances may be made to the Executive Vice President of Business and Finance.**
- a. Athletic Teams. After a game, coaches are authorized to purchase meals for their team. A cash advance may be used, but must be approved by the Director of Athletics and the Dean of Student Success.
  - b. Student Clubs and Organizations. At the discretion of the Director of Campus Life, food and/or meals may be provided to students attending events sponsored by the Department of Campus Life. These purchases must be approved by the Dean of Student Success.
  - c. Campus Events: Every effort should be made to cater such an event through an approved vendor, utilizing the purchasing system. Cash advances may be utilized with the following guidelines:
    - 1. They will only be payable to the Director of Campus Life.
    - 2. That person is completely responsible for managing the spending of the cash advance.
    - 3. All other “Cash Advance” requirements, as described in Procedure 03.09 must also be met.
  - d. Off Campus Events/Trips: The director, or his designee, may receive a cash advance for these purchases. All other “Cash Advance” requirements, as described in Procedure 03.09, must also be met.