

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> Travel Authorization/Cash Advance Request Form	<b>Page:</b> 03.09.01
	<b>Date:</b> 02/15/24

General

This is a multi purpose form which insures adequate consideration and planning is given to business travel and that such travel has received appropriate approval. The form calls for estimating all travel expenses, which require approval prior to commencing the trip and incurring any expenses. In addition, it can authorize a cash advance to enable the employee to pay **meal** expenses incurred in the course of the business trip. This form would also be used to approve cash advances to employees for meals for students which include athletic teams, student clubs and organizations.

A "Travel Authorization/Cash Advance Request Form" **MUST** be completed for all business travel expected to exceed a total cost of \$100.00, regardless of the intended method of payment (check request or travel expense reimbursement). **All travel must then be reconciled within 10 business days of the trip in order to be reimbursed** (15 days for Board members.) **Appeals based upon extenuating circumstances may be made to the Executive Vice President of Business & Finance.** Appeals by the Executive Vice President may be made to the President. See Procedure 03.11.01 for detailed instructions on using a travel expense claim form for reconciliation of the travel.

**A cash advance may be requested for meals only.** It must be for an amount greater than \$100.00 and is restricted to a maximum of \$500.00 unless approved by the Executive Vice President for Business and Finance who has authority to advance up to \$2,000.00. The cash advance request must be justified in nature and an attempt to pay any vendors directly must be made when possible. (Please note, an employee is NOT required to obtain a cash advance. Meal expenditures can be paid directly by the traveler and claim for reimbursement may be made via the travel expense claim form at the conclusion of the trip.) A new advance will not be issued if there are any outstanding advances.

Authority

"CCM Travel and Entertainment Policy" 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.

Responsibility

All CCM employees & trustees that travel on behalf of the college  
All CCM management & trustees that approve such travel  
Director of Accounting  
Associate Director of Accounting  
Accountant

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> Travel Authorization/Cash Advance Request Form	<b>Page:</b> 3.09.02
	<b>Date:</b> 02/15/24

Procedure

Completion of the Travel Authorization/Cash Advance Request Form (Attachment 1):

1. Record the travelers name and the date of the request.
2. Record the destination, date(s) of the trip and its purpose.
3. Based upon the type of expense, record the estimated amount under the appropriate planned method of payment.
  - a. Direct Pay to Vendor example – The amount of a registration fee being paid directly to the organization conducting the seminar. This would require the completion of a “Check Request Form”. See Procedure 03.10 for detailed instructions on this form.
  - b. Cash Advance example – An estimate for meals (up to \$95.00 per day – **per person, including gratuity not to exceed 15%**) may be requested. (\$95 a day for Board members.)
  - c. Expense Reimbursement example – The estimated amount of a car rental (if the employee is planning on paying for the rental car and then being reimbursed by the college after the trip). See Procedure 03.11 for detailed instructions on this form.
4. Total each “Description of Expense” line for the three “Estimated Cost & Planned Method of Payment” columns and enter the amount in the “Total” column. Then total the “Total” column in order to identify the total estimated cost of the travel.
5. Total the cash advance column. This will be the requested cash advance. It must be for an amount greater than \$100.00 and is restricted to a maximum of \$500.00, **unless approved by the Executive Vice President for Business and Finance, who has authority to advance up to \$2,000.00**, for any one individual. The funds will be made available, via a check payable to the traveling employee, within one week of the planned trip. The Accounting Department will contact the traveling employee, at the extension noted on the form, when the check is ready for pick-up.

# COUNTY COLLEGE OF MORRIS

## Business and Finance Division Procedures

**Subject:** Travel Authorization/Cash Advance Request Form

**Page:** 03.09.03

**Date:** 02/15/24

For Example: The “Estimated Cost & Planned Method of Payment” section of the form for an employee traveling to an out of state conference, staying 2 days at the hotel would look as follows:

<u>Estimated Cost &amp; Planned Method of Payment</u>				
<u>Description of Expense</u>	<u>Direct Pay to Vendor</u>	<u>Meals Only Cash Advance</u>	<u>Expense Reimbursement</u>	<u>Total</u>
Registration Fee	\$525.00			\$525.00
Hotel			\$350.00	350.00
Transportation:				
Air Fare			450.00	450.00
Train				
Taxi			35.00	35.00
Auto Rental			75.00	75.00
Personal Auto			10.00	10.00
Meals		190.00		195.00
Other				
<b>Total Requested Cash Advance &amp; Estimated Cost of Trip</b>		\$195.00		\$1,640.00

This example would result in a cash advance (check/ach) payable to the traveler in the amount of **\$195.00** and a total expense authorization (by category) of \$1,640.00.

- Indicate the appropriate travel expense account number (in state travel or out of state travel). This will be the account where the total expense of the trip will be charged once the trip is completed. (Please note that the cash advance and prepayments made directly to a vendor will be charged to 01-00005-1032 and then will be reconciled by the Accounting Department when the employee “Expense Claim Form” (See procedure 03.11) is received.

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> Travel Authorization/Cash Advance Request Form	<b>Page:</b> 03.09.04
	<b>Date:</b> 02/15/24

7. The Traveler must sign the form and indicate their extension. (This will be the extension used by the Accounting Department if there are any questions or if a cash advance was requested.)
8. The approval for the “Travel Authorization/Cash Advance Request” Form will authorize the travel **AND** requested cash advance. The requirements for approval are as follows:

Traveling Employee

Trustee

President

Vice Presidents

Academic Dean

Department Head

All Other Employees

Required Approver(s)

Chairman of the Board

Chairman of the Board

President

Vice President of Academic Affairs

Academic Dean or Vice President

Department Head &

Academic Dean **or appropriate Vice**

**President** (when applicable)

**9. Special In-State and Out-of-State Travel Information:**

**Travel authorization is limited to attendance at one (1) in-state event per fiscal year, (7/1 – 6/30), that is expected to cost more than \$1,000, and one (1) out-of-state event in a fiscal year (regardless of expected cost) unless the appropriate Vice President approval is obtained.**

10. Distribution of the form:

- a. The Travel Authorization/Cash Advance Request Form can be found @ccm.edu under Faculty/Staff, E-Forms.
- b. The original is sent to the Accounting Department as soon as it is approved. (The Accounting Department will prepare the necessary cash advance if appropriate.)
- c. When the trip is completed, a copy must be attached to the “Expense Reimbursement Form”. (See procedure 03.11).



## TRAVEL AUTHORIZATION/CASH ADVANCE REQUEST FORM

(Multi purpose form. See instructions below.)  
(See Procedure #03.09 for detailed instructions.)

Employee Name: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Destination, Date(s) & Purpose of Trip: \_\_\_\_\_

**Instructions:** This form is used to: (1) Authorize the traveler to plan a trip with the identified estimated costs and (2) Authorize the accounting department to provide the requested cash advance associated with the trip. All estimated expenses for the trip must be included on this form, in the column for the planned method of payment.

**Direct Pay to Vendor** column: An example would be a registration fee being sent directly to the vendor. A check request will have to be prepared & approved to initiate payment. Please indicate TRA# on check request form. (See Procedure #03.10)

**Cash Advance** column: Can only be used for cost of meals. A total cash advance can not exceed \$500.00 or be less than \$100.00. In addition, it **MUST** be reconciled on an Expense Reimbursement form within 10 days of the trip. (See Procedure #03.09)

**Expense Reimbursement** column: An example would be reimbursement for mileage. This is a separate form that the employee (traveler) must complete within 10 days of the trip in order to settle any cash advances, as well as obtain reimbursement for approved expenditures incurred on behalf of the college, while on the trip. (See Procedure #03.11)

**Total** column: A total of each type of estimated expense must be entered, with a grand total at the bottom. (Please see Business and Finance Division Procedure #03.08 for overview of process.)

### Estimated Cost & Planned Method of Payment

Description of Expense	Direct Pay to Vendor	Meals Only Cash Advance	Expense Reimbursement	Total
Registration Fee	_____	N/A	_____	\$ 0.00
Hotel	_____	N/A	_____	\$ 0.00
Transportation:				
Air Fare	_____	N/A	_____	\$ 0.00
Train	_____	N/A	_____	\$ 0.00
Taxi	_____	N/A	_____	\$ 0.00
Auto Rental	_____	N/A	_____	\$ 0.00
Personal Auto	_____	N/A	_____	\$ 0.00
Meals	_____	_____	_____	\$ 0.00
Other	_____	N/A	_____	\$ 0.00
<b>Total Requested Cash Advance &amp; Estimated Cost of Trip</b>		<b>\$ 0.00</b>		<b>\$ 0.00</b>

In State Travel: \_\_\_\_\_ - \_\_\_\_\_ -9329

Out of State Travel: \_\_\_\_\_ - \_\_\_\_\_ -9330  
This is the \_\_\_\_\_ (#) of out of state trips taken this fiscal year. (Two or more require additional approval.)

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Phone Extension

**AUTHORIZATION OF THIS FORM WILL AUTHORIZE TRAVEL AND REQUESTED CASH ADVANCE.**

\_\_\_\_\_  
Approved by  
Original-To Accounting for Cash Advance

\_\_\_\_\_  
Additional Approval for Out of State Travel (see above)  
Copy-To Accounting with Expense Reconciliation

\_\_\_\_\_  
Copy-Traveler