

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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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 Chair of the Board of Trustees.** See page 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 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 **September 21, 2005** 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
Accountant

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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 page 03.10.01 for detailed instructions on this form.
 - b. Cash Advance example – An estimate for meals (up to \$50.00 per day – **per person, including gratuity not to exceed 20%**) may be requested. (\$70 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 page 03.11.01 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 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.

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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 & 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		100.00		100.00
Other				
Total Requested Cash Advance & Estimated Cost of Trip		\$100.00		\$1,545.00

This example would result in a cash advance (check) payable to the traveler in the amount of **\$100.00** and a total expense authorization (by category) of \$1,545.00.

- 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.

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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 policy #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 Policy #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 Policy #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 Policy #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 Policies and Procedures Manual policy #03.08 for overview of process.)

Description of Expense	<u>Estimated Cost & Planned Method of Payment</u>			Total
	Direct Pay to Vendor	Meals Only Cash Advance	Expense Reimbursement	
Registration Fee	_____	N/A	_____	_____
Hotel	_____	N/A	_____	_____
Transportation:				
Air Fare	_____	N/A	_____	_____
Train	_____	N/A	_____	_____
Taxi	_____	N/A	_____	_____
Auto Rental	_____	N/A	_____	_____
Personal Auto	_____	N/A	_____	_____
Meals	_____	_____	_____	_____
Other	_____	N/A	_____	_____
Total Requested Cash Advance & Estimated Cost of Trip	_____		_____	

In State Travel: _____ - _____ -9329

Out of State Travel: _____ - _____ -9330
This is the _____ (#) of out of state trips take 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