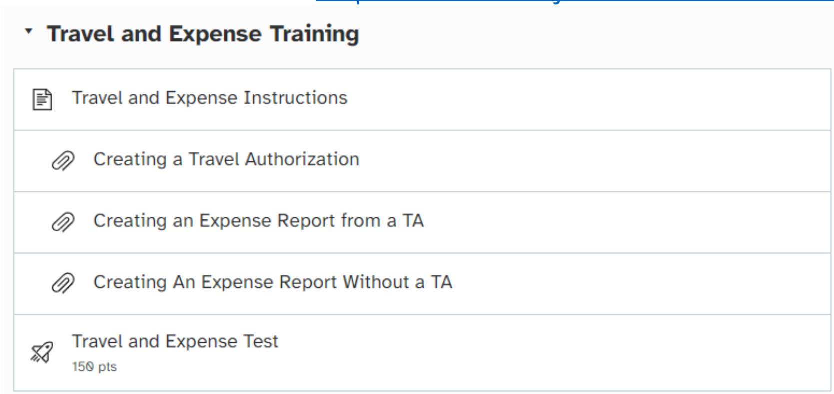
Florida State College at Jacksonville
Student Club or Organization Travel Checklist

1. **Student Travel and Expense Trainings**
    - **a.** The FSCJ Club Advisor should take the Travel and Expense Trainings in Canvas which can be found at https://canvas.fscj.edu/courses/17643.



2. **Travel Request Time Frame (At Least 30 Days in Advance)**
    - a. The Club Advisor shall inform Student Life & Leadership of the student club's request for travel at least thirty (30) days prior to travel commencement.
        - i. Submitting a request does not guarantee funding, so the request must be approved prior to formal, non-refundable reservations being made.
    - b. The Advisor shall work with Student Life to create a budget spreadsheet of what they are looking to spend and what budgets support these expenses.
    - c. Student organizations should not pay for any portion of a given trip (i.e. registration fees) without prior approval of the expenditure.
    - d. The Advisor shall create a Travel Authorization or designate a delegate to create their Travel Authorization.
    - e. If the funding is coming from an Activities & Service (A&S) Fee budget, the travel ratio of students to staff is ten students per one staff member.
    - f. A Travel Authorization documentation in PeopleSoft must include:
        - i. A travel itinerary (an estimate of expenses including conference registration fees, lodging costs, meal per diem, fuel, airfare, vehicle rental, etc.)
            1. It is better to go higher than what the trip will cost rather than less.
        - ii. An agenda of the conference (if applicable)
        - iii. Delegate contracts and liability waivers for all students attending

3. **FSCJ Van Use/Vehicle Rental**
    - a. Arrangements for college van based on travel needs must also be made in advance by checking with Student Life to see the availability of vans.

b. The van driver must be on the college's list of approved drivers.
    i. The Drivers List-Approved can be found at Risk Management and Safety SharePoint https://fscj.sharepoint.com/teams/RiskManagementandSafety/SitePages/Home.aspx.
    ii. If the employee is not on the Drivers List-Approved, they can follow the Driver Approval Process also found on the Risk Management and Safety SharePoint.

c. There are a maximum number of individuals allowed in specific college vans. Check with Student Life to make certain the van you requested is the appropriate size vehicle.

d. When using a college vehicle or renting a vehicle, if the Advisor wants to borrow a Shell Card from the College, they can contact Purchasing by emailing FSCJ Purchasing Purchasing@fscj.edu.
    i. The Advisor needs to have available funds in a Travel Student Account 6050600 and include the fuel on the Expense Report as a non-reimbursable line.
    ii. The Advisor will need to save the receipt from the gas station from which the fuel was purchased as the receipts will need to be used in the Expense Report and Voucher. The Advisor or Student Life should contact FSCJ Accounts Payable at AccountsPayable@fscj.edu for further instructions.

e. To rent a vehicle online with Avis/Budget or Enterprise/National, that information can be found in the **Finance and Purchasing Training Module** in Canvas under the *How to Reference* Guides found at https://canvas.fscj.edu/courses/17643.

f. In addition, FSCJ has a state rate that can be utilized by reaching the State of Florida Reservation Desk: 800-338-8211 and providing the Avis (AWD) Business Use Rentals code A113400 to get the state rate. The Budget (BCD) Business Use Rentals rate is T417600. Also, the Advisor or Student Life staff member that pays for the rental may also be able to get an additional discount by showing their FSCJ ID when paying for the rental vehicle.

g. Only registered Florida State College at Jacksonville students and approved college staff are permitted to travel in a college van. Should a club Advisor choose to bring a spouse or other family members on the trip, it is entirely at his or her expense.

4. Cash Advances

a. If the Advisor is planning on providing meals for the students and does not have FSCJ Purchasing Card, they need to follow these steps to get a Cash Advance:
    i. Notification for a cash advance must be made on the front end of the process and at least 30 days prior to the trip.
    ii. Student Life will notify Accounts Payable that a cash advance is needed.
    iii. Accounts Payable will provide access to the person creating the Travel Advance to request a Cash Advance.
    iv. A travel itinerary, the approximate number of students traveling and, what meals are and are not being provided on the trip need to be provided to Accounts Payable.
    v. By Florida state statute, the maximum amount that is provided for meals is $6 breakfast, $11 lunch, and $19 dinner.
    vi. When providing the students their actual per diem, the students should sign a form with their names and student IDs that states the reason for the travel, the dates the

travel occurs, the meals that the per diem is covering, and the amount of cash that they are receiving.

vii. Please see the Resources at the end of the form for step-by-step instructions.

5. **Expense Report**
    a. When the trip is over, the Advisor must either create or work with Student Life to create an Expense Report.

    b. The report should include receipts, the Cash Advance student signature sheet (if applicable), everything that was included in the Travel Advance, and if anything needs to be paid back to the College.

    c. This reconciliation process should be completed no later than two business days after returning from the trip.

6. **Purchase Card Reconciliation**
    a. If a Purchase Card was used in paying for any aspect of the travel, a copy of the Travel Authorization and Expense Report is also needed for the Purchasing Card reconciliation.

7. **Questions**
    a. For more information please contact Student Life at getinvolved@fscj.edu or Accounts Payable at Accounts Payable at AccountsPayable@fscj.edu.

Revised 9.8.2023

Resources:

1. **Finance and Purchasing Trainings** are located at https://canvas.fscj.edu/courses/17643
2. **How to Register for Finance and Purchase Training** - This is a quick reference guide that demonstrates how to enroll for Finance & Purchasing Training.
3. **Creating a Cash Advance** - This document will share how to Create a Cash Advance using the Fluid Navigation in PeopleSoft. Contact AccountsPayable@fscj.edu for more information.
4. **Adding a Cash Advance to an Expense Report** - This document will share how to Create an Expense Report with a Cash Advance using the Fluid Navigation in PeopleSoft.

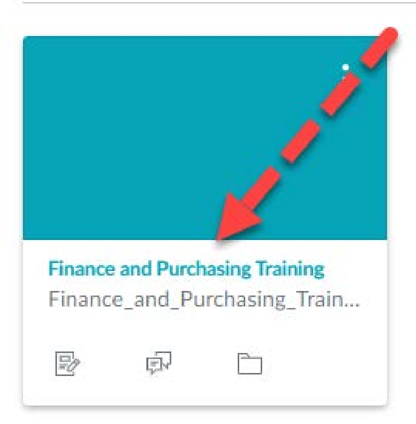
MYFSCJ FLUID CHANGES	
Document	How to Register for Finance and Purchasing Training
Publish Date	4/1/2021

Overview	This is a quick reference guide that demonstrates how to enroll for Finance & Purchasing Training.
Target Audience	Staff & Managers
Office	Finance & Purchasing
Contact(s)	purchasing@fscj.edu ; pcards@fscj.edu ; financesecurity@fscj.edu

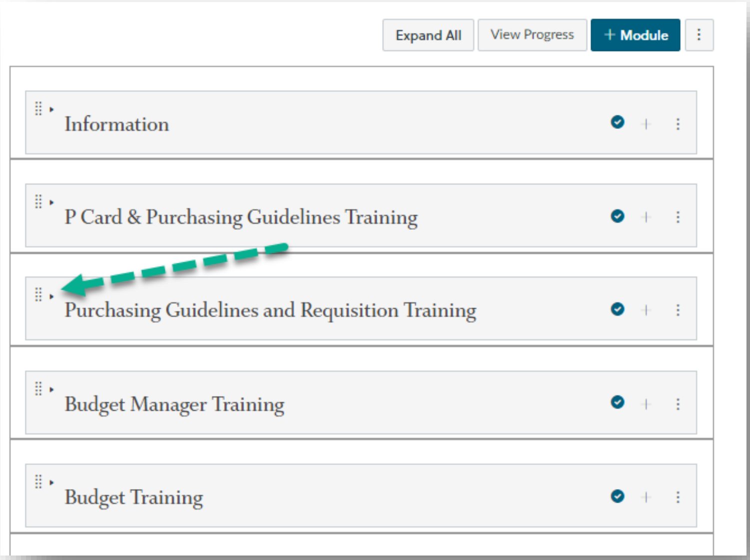
How to Register for Finance and Purchasing Training

This course has enabled open enrollment. Staff can self-enroll in the course here.

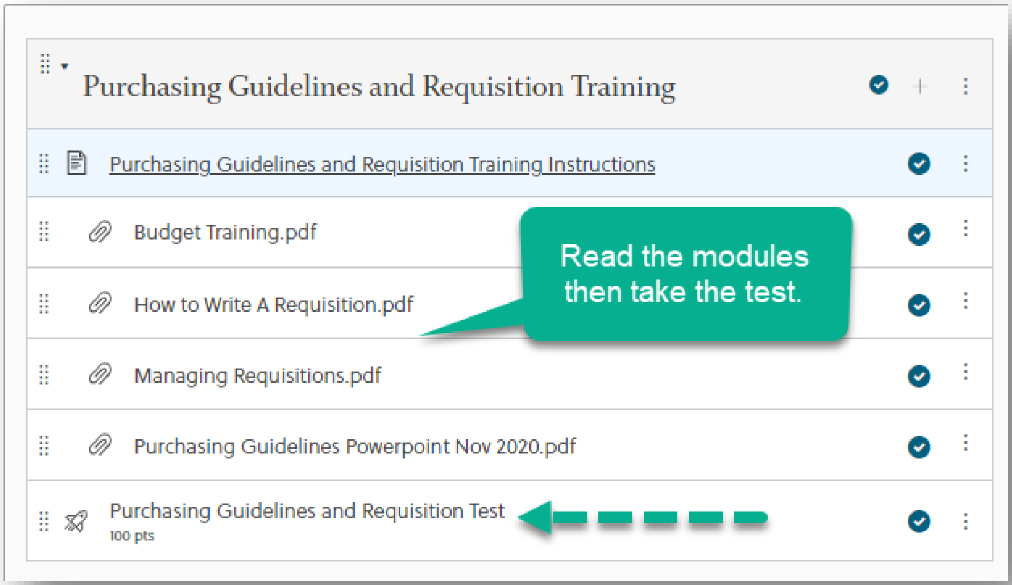
1. Click on the course “Finance and Purchasing Training”.



2. Chose the module needed and click on the expand arrow.



3. Read all of the modules within the training, then take the test.



4. To be able to gain security access one must receive a score of 90% or higher. Once the passing score has been achieved, email the following place per the type of training taken:
    a. For access to P-Cards email pcards@fscj.edu
    b. For access to write a Requisition email purchasing@fscj.edu
    c. For access to budgets or to write a department voucher email financesecurity@fscj.edu
5. **Process Completed.**

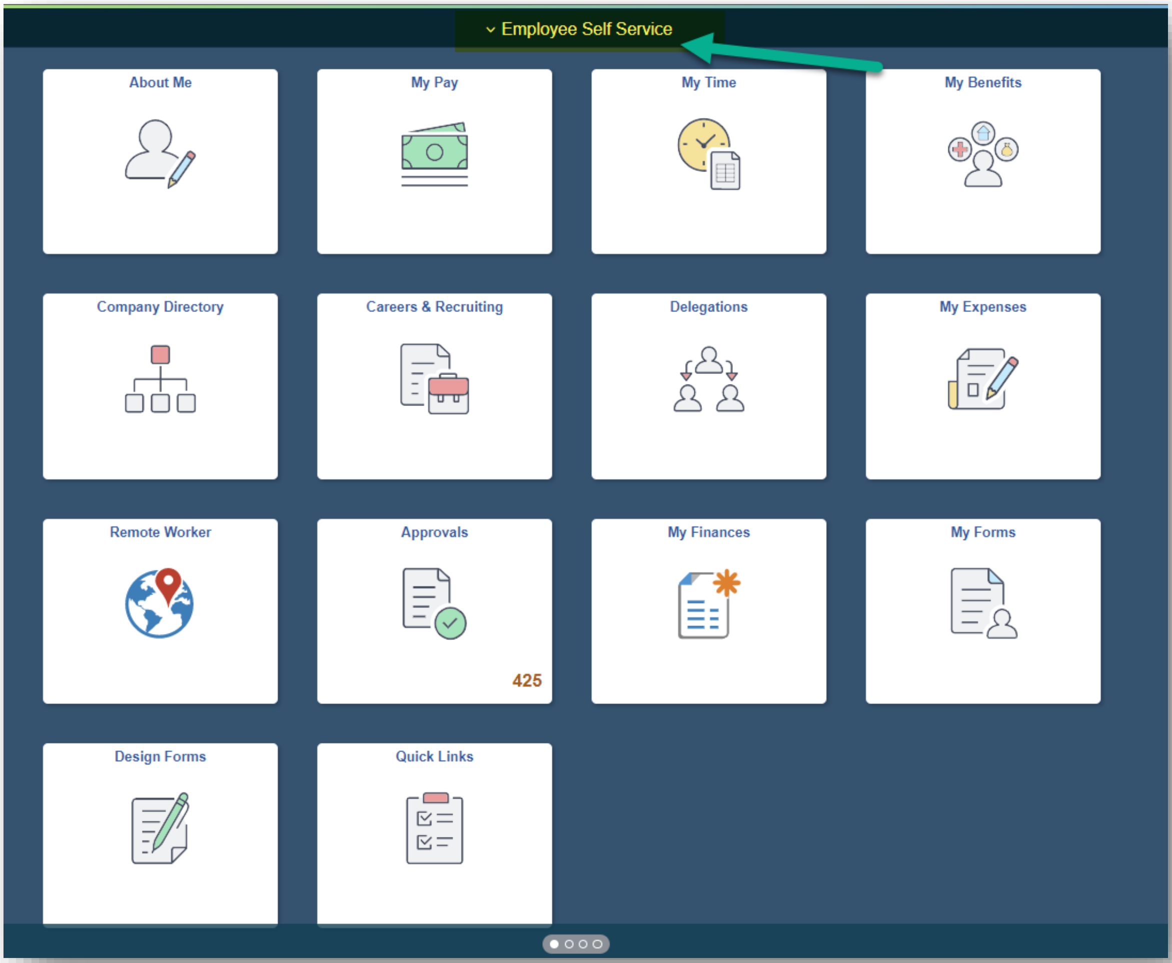
MYFSCJ FLUID CHANGES	
Document	Creating a Cash Advance
Publish Date	8/8/2023

Overview	This document will share how to Create a Cash Advance using the Fluid Navigation in PeopleSoft.
Target Audience	Staff, Faculty, Managers
Office	Finance
Contact(s)	AccountsPayable@fscj.edu

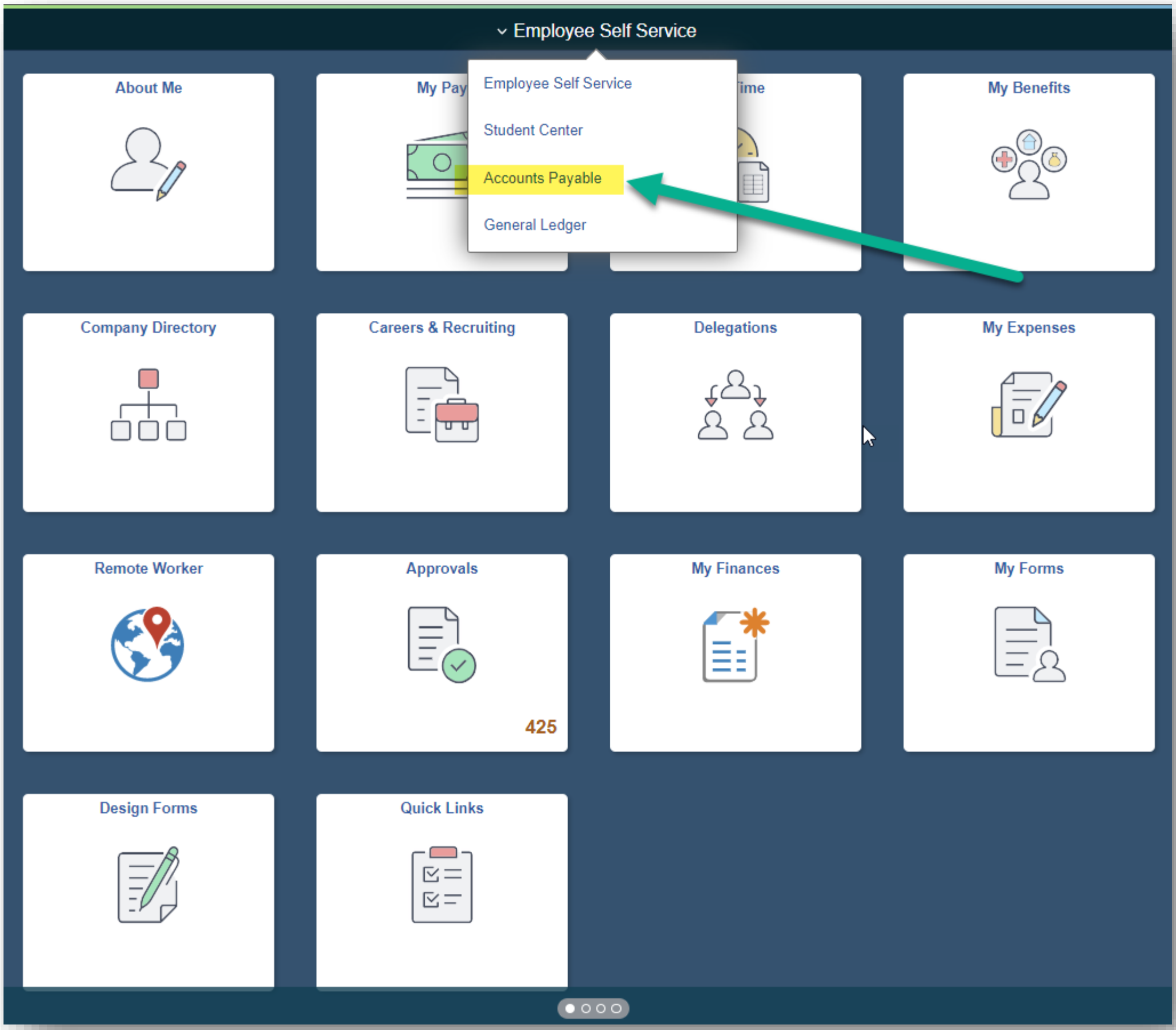
Procedure

1. Contact Accounts Payable to gain access to input cash advances. This MUST be done at least 2 weeks prior to travel dates.

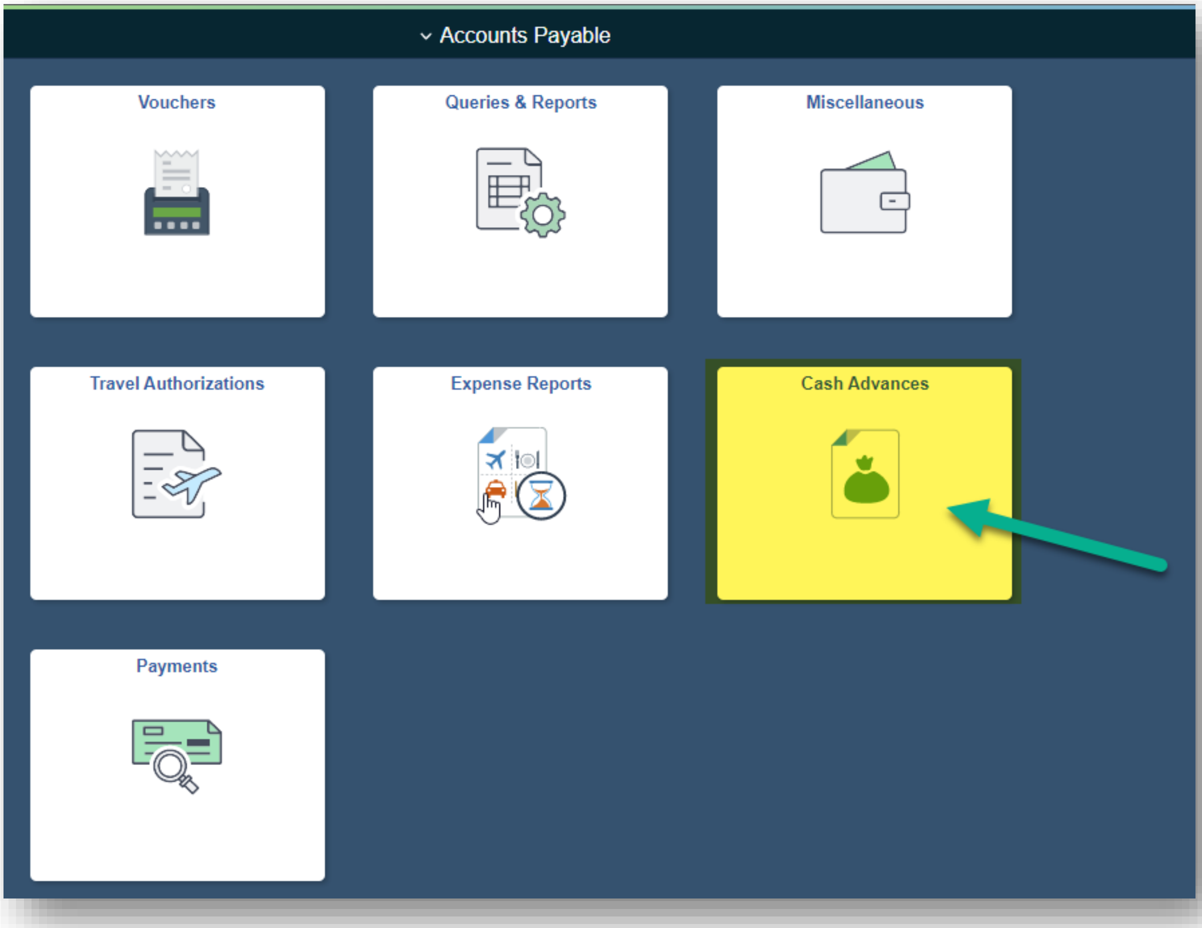
2. Navigation: Click the “employee self-service” drop down.



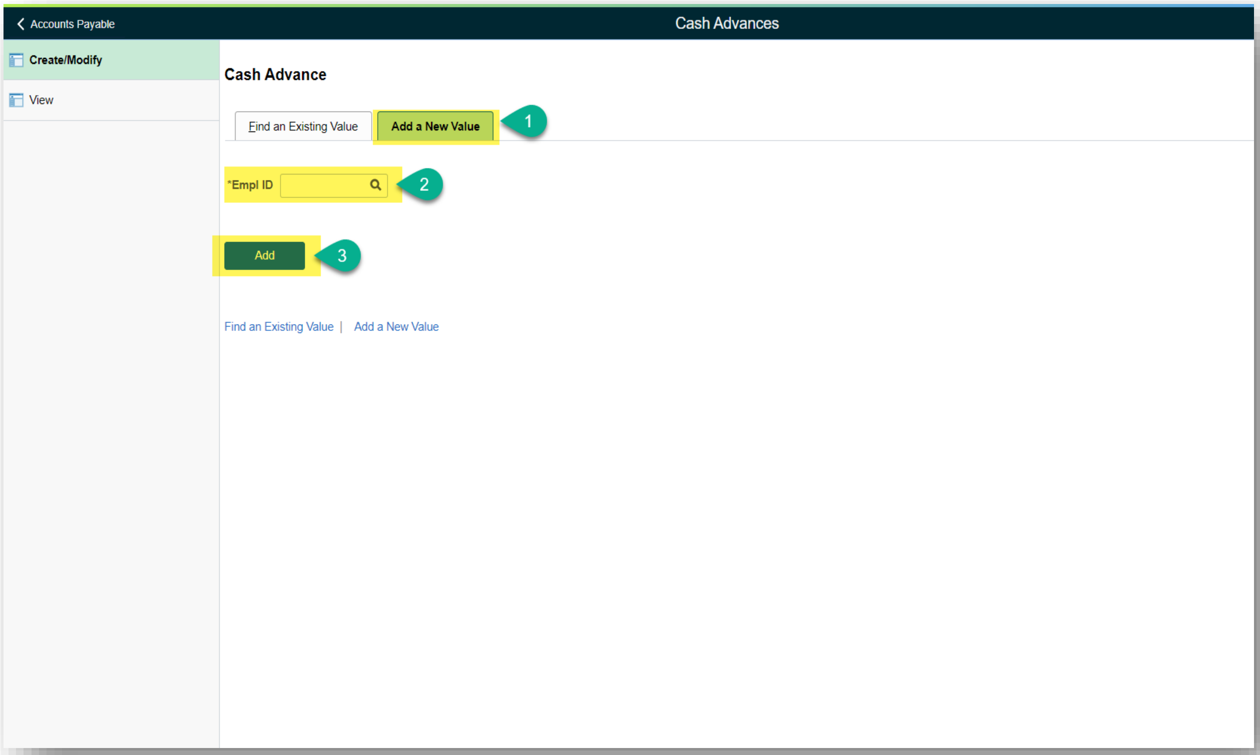
3. Choose “Accounts Payable” from the selection.



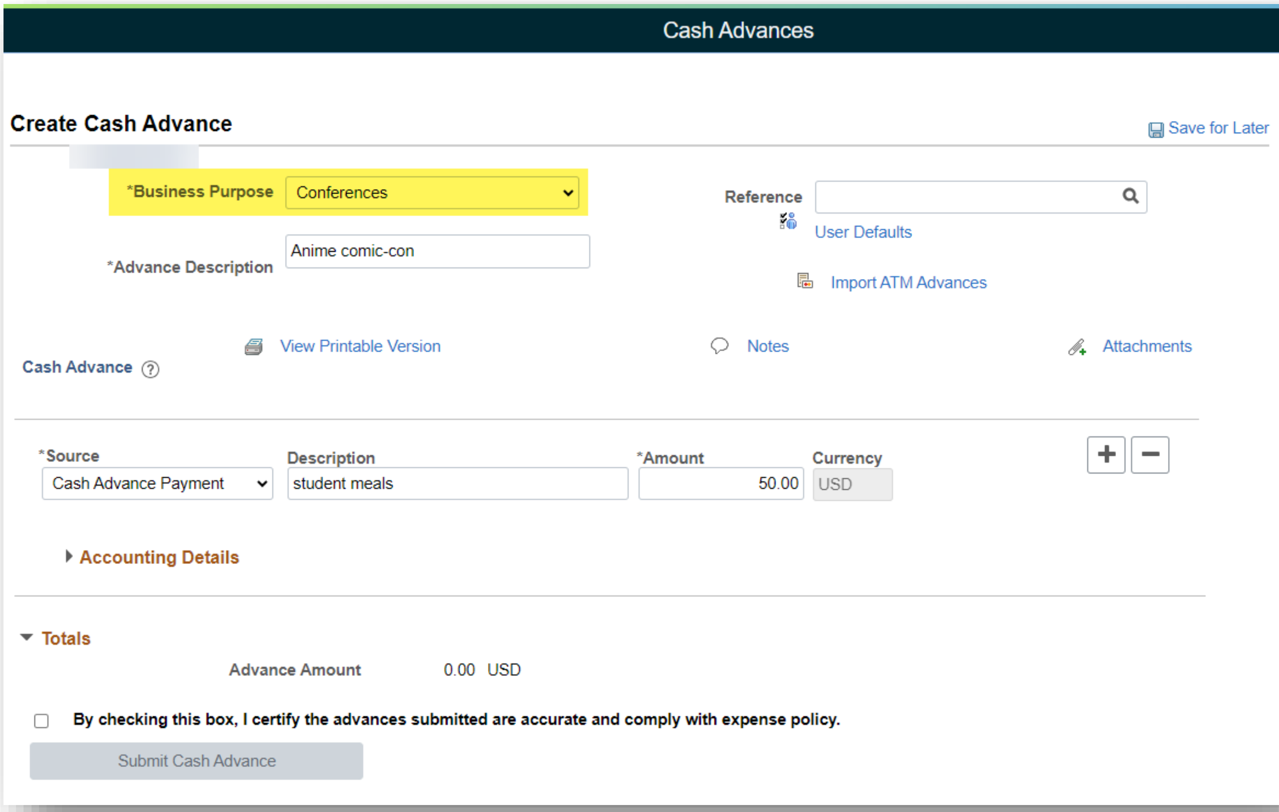
4. Choose the “Cash Advance” tile.



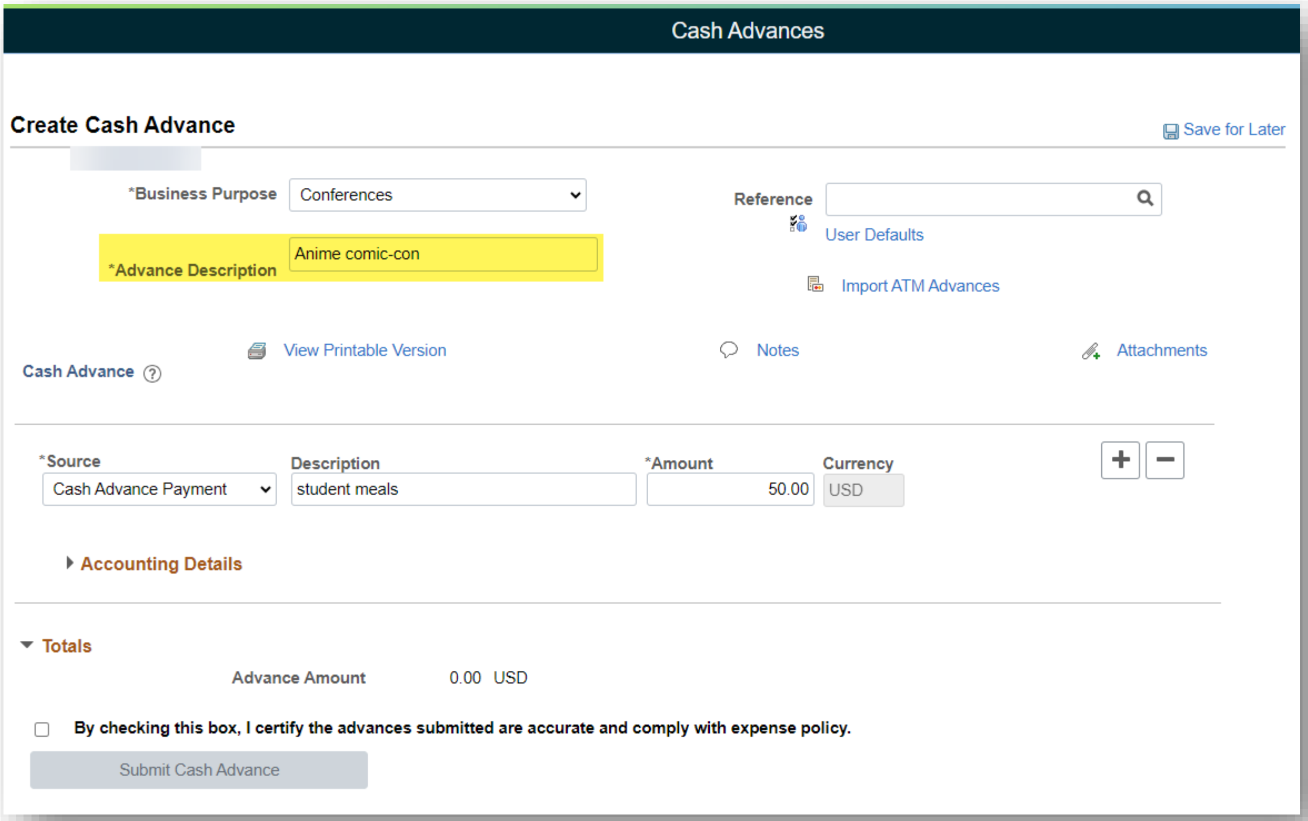
5. Enter the following information:
    a. Click on the “Add a New Value” tab.
    b. Enter “Empl ID”
    c. Click on the “Add” button.



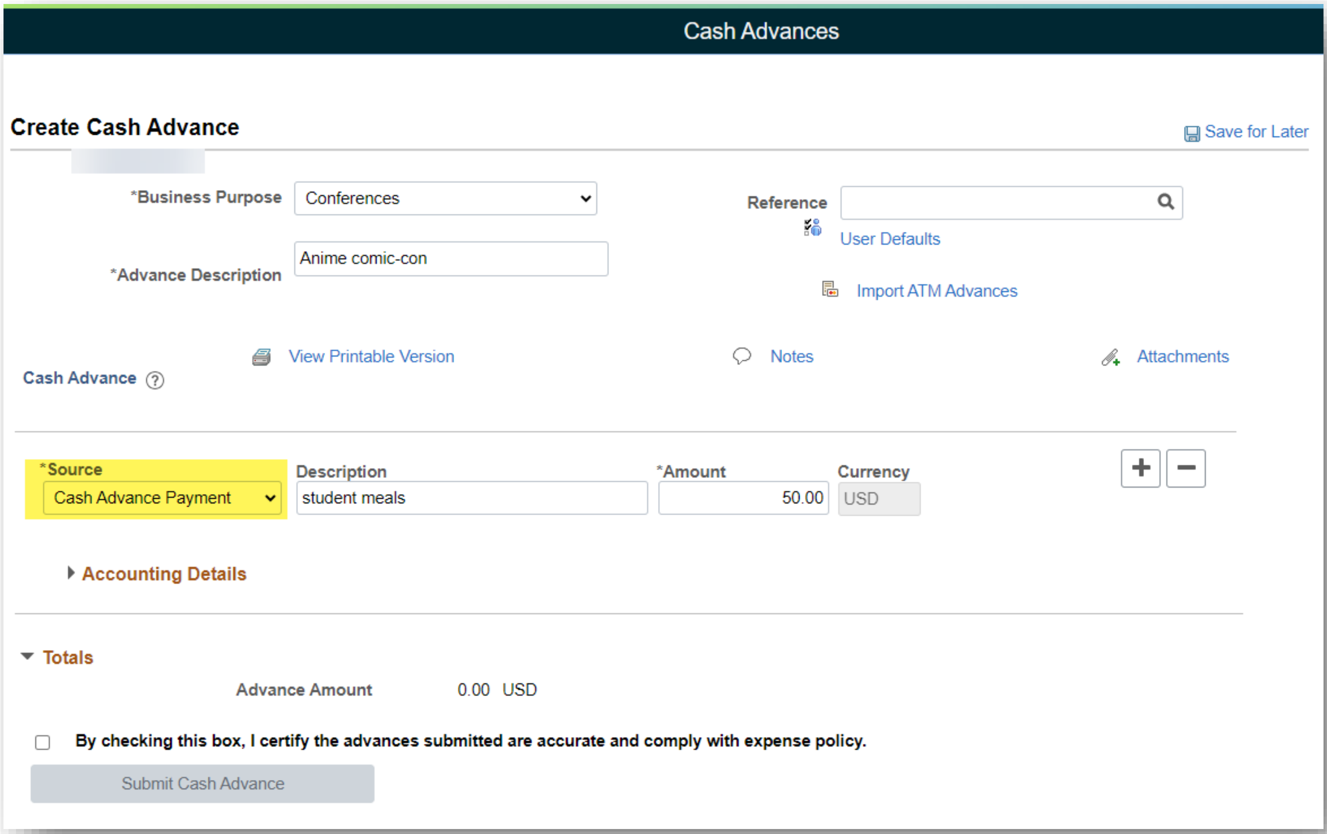
6. Select Business Purpose that best suits what Cash Advance will be used with i.e., what type of event.



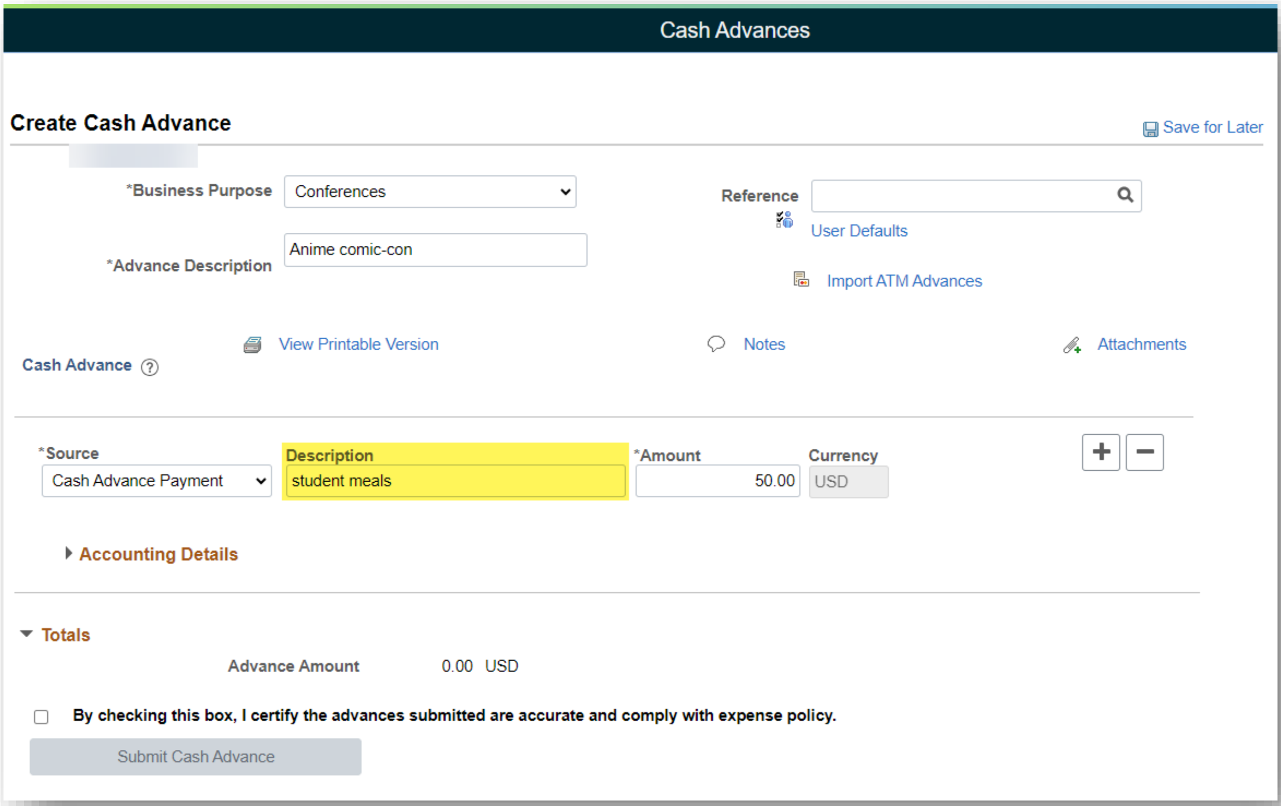
7. Enter a short description in “Advance Description” detailing the event.



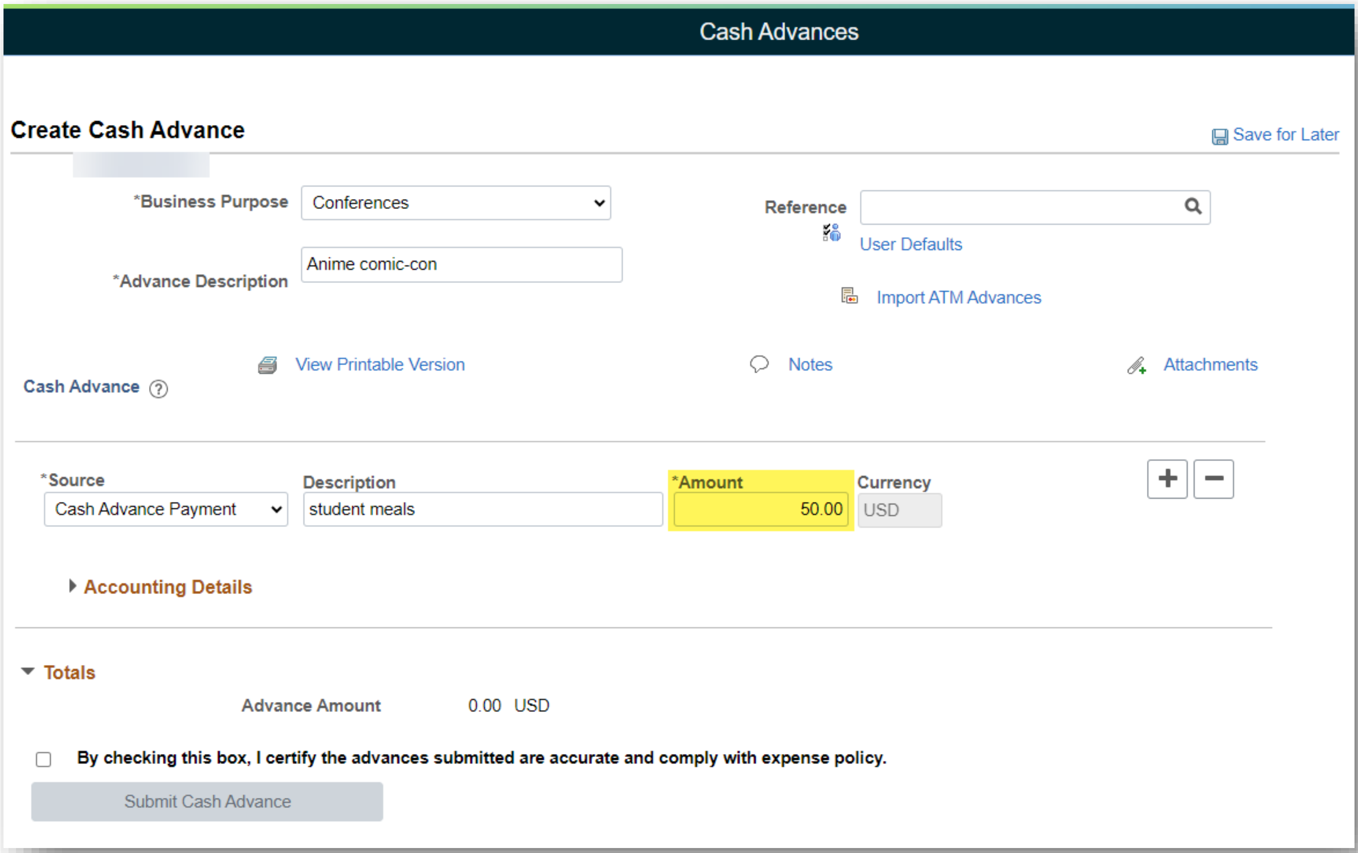
8. Select “Cash Advance Payment” in the “Source” drop down selection.



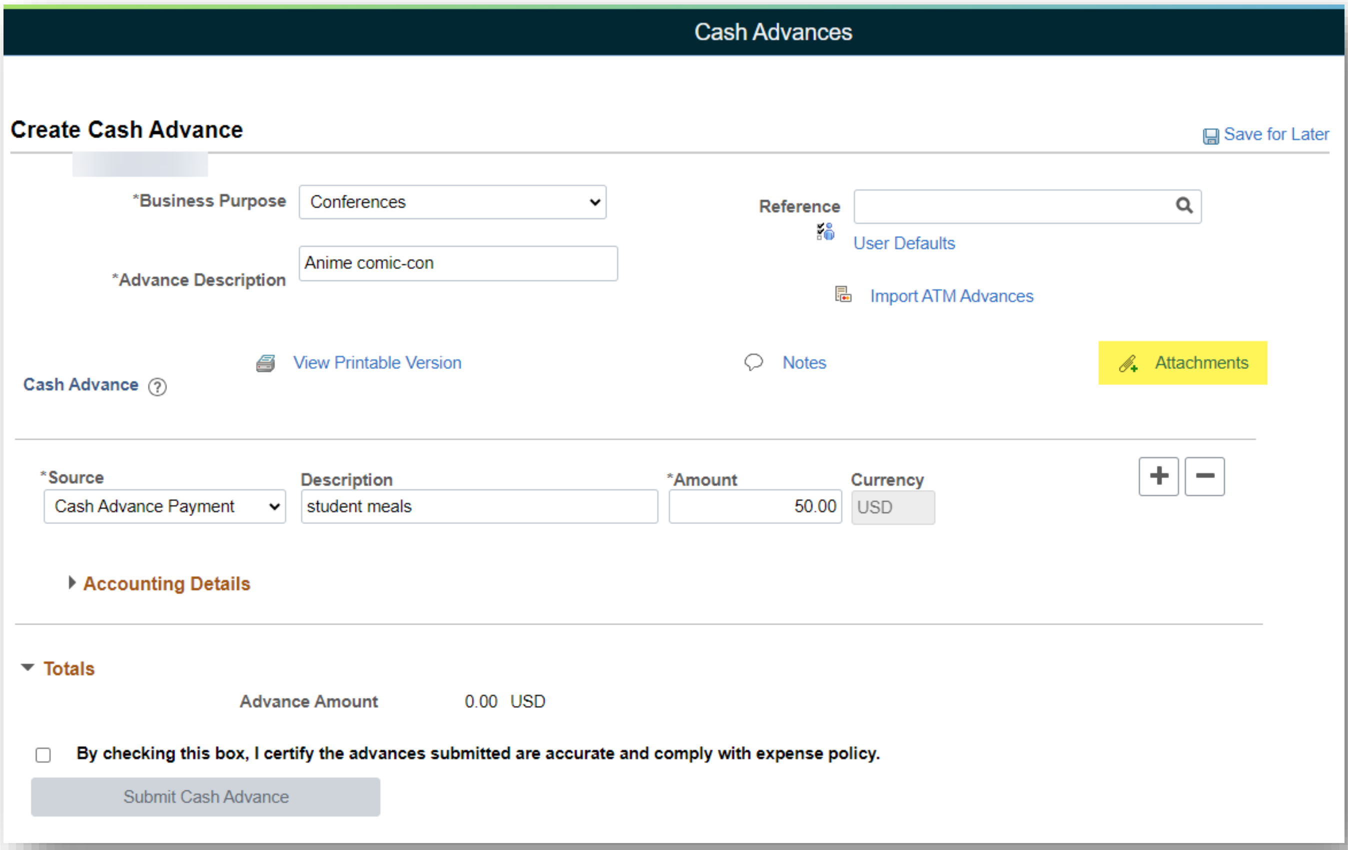
9. Add a description of what the cash advance will be used for in “Description”.



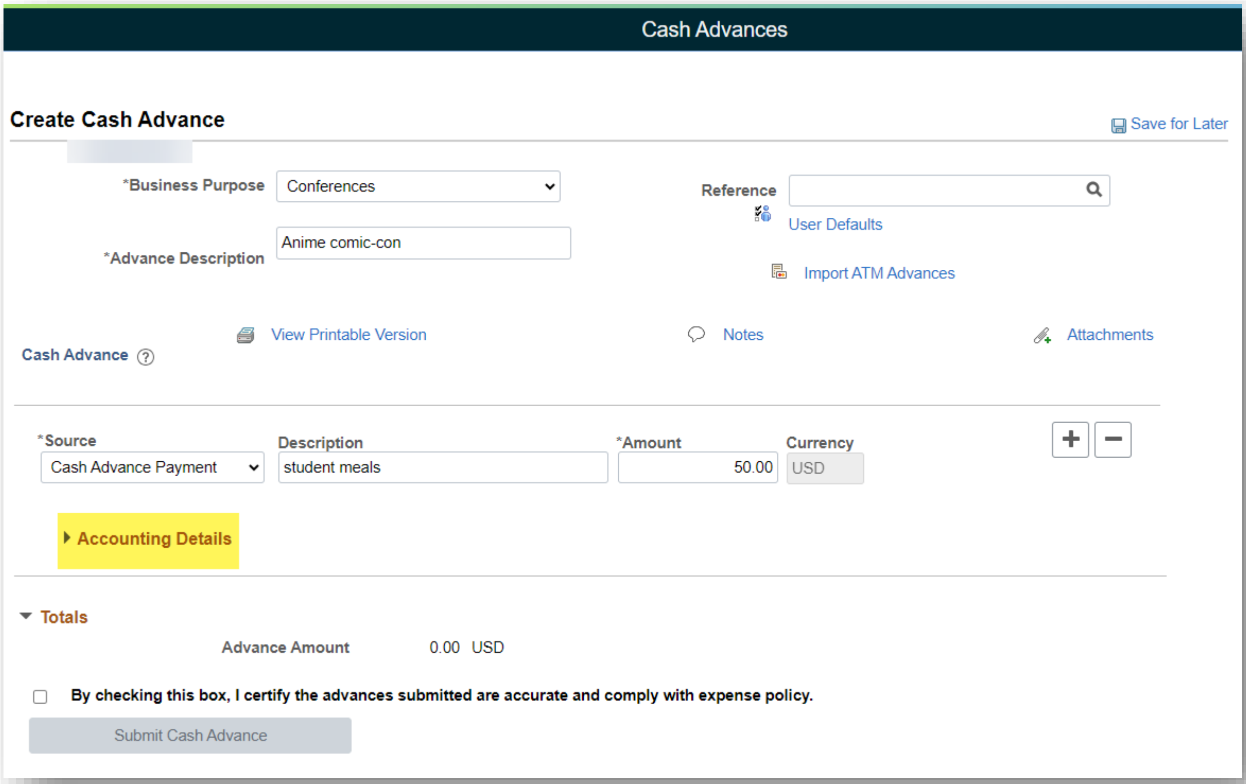
10. Enter the amount needed for cash advance in “Amount”.



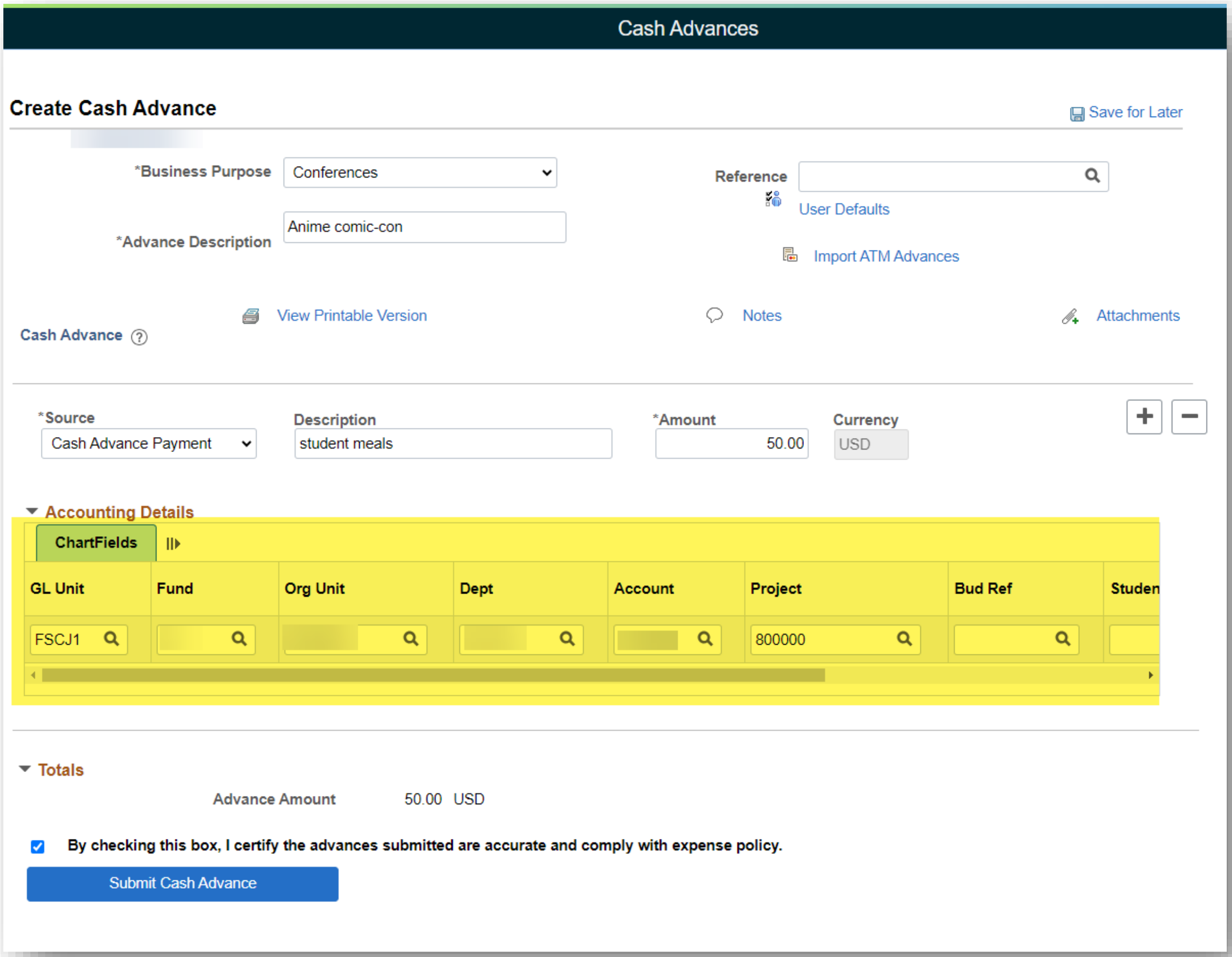
11. Add all attachments. The following attachments are required for submitting a cash advance:
    a. Event information- this could be a conference agenda, event flyer or other document that shows details of the event.
    b. Agenda showing planned departure and return times as well as any included meals (this will be used to calculate meal eligibility).
    c. List of students attending or approximate number of students attending (this will be used to calculate the amount of the cash advance).



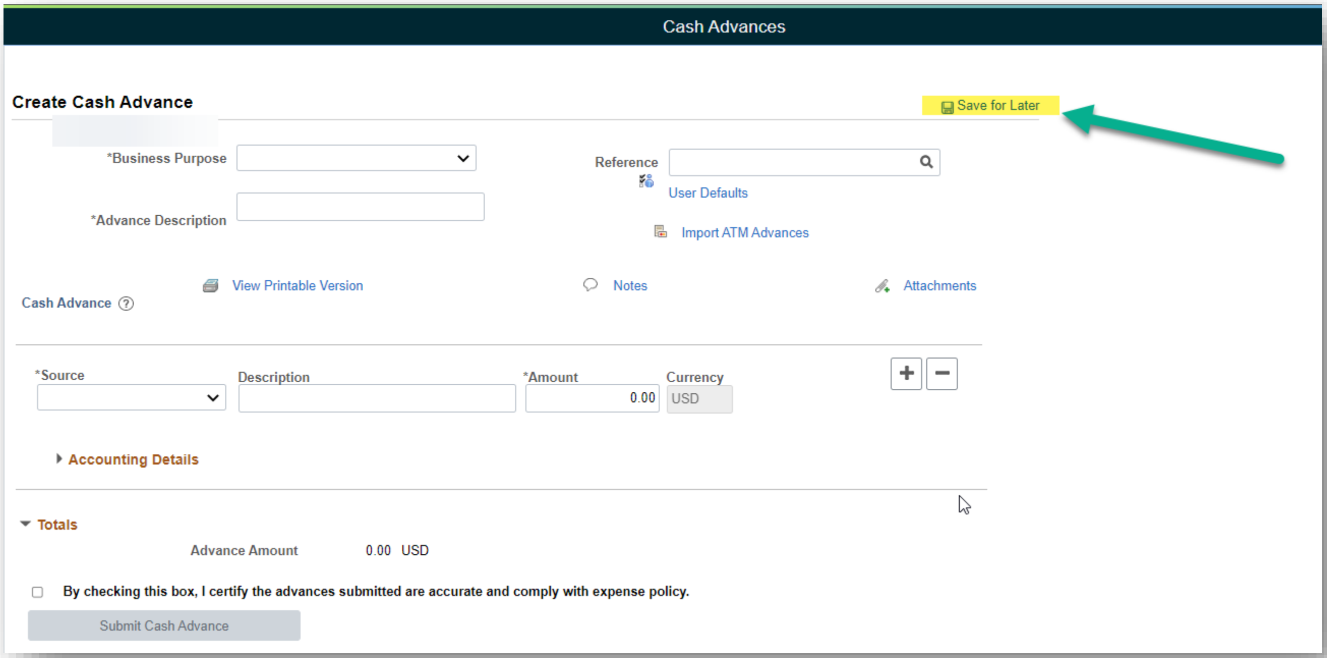
12. Click "Accounting Details"



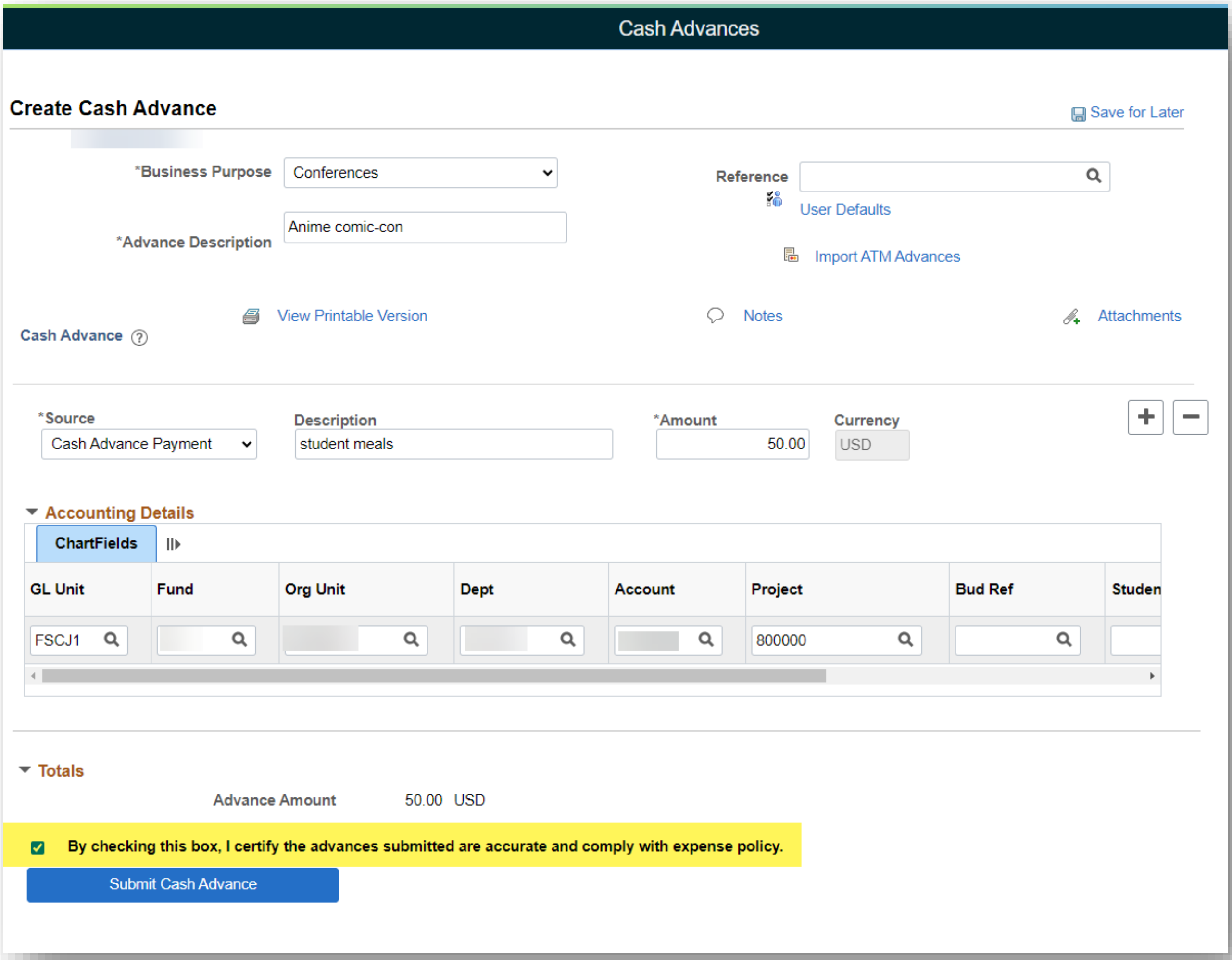
13. Fill out the Chatfield string with the following information:
    d. Fund.
    e. Org Unit.
    f. Dept.
    g. Account.
    h. Project number (if applicable).



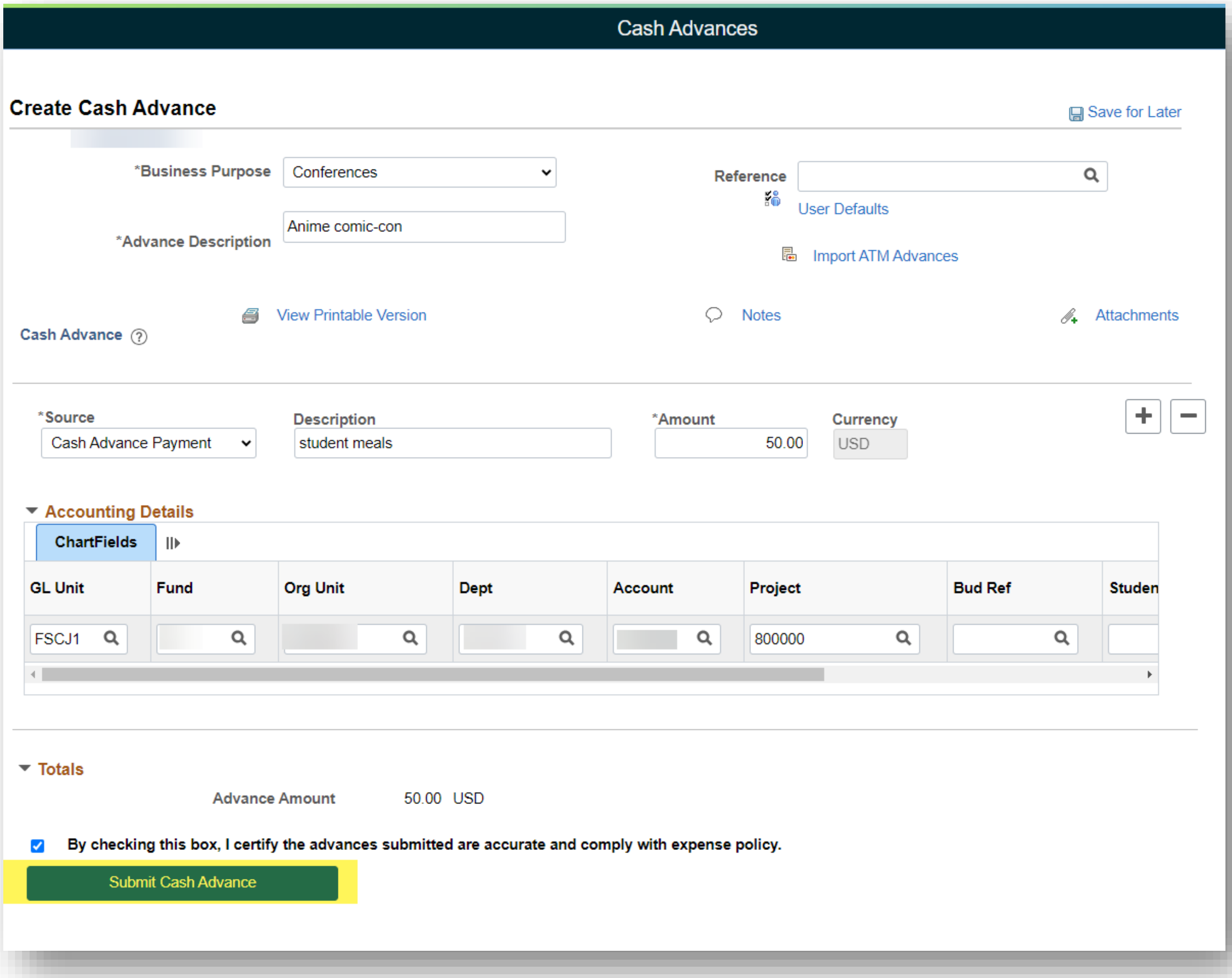
14. If you need to save the cash advance to finalize and submit at a later time, click “Save for Later”. **<u>This does NOT submit the cash advance.</u>**



15. If you have verified all information is accurate and complete and you are ready to submit, click on the small box next to "By checking this box, I certify the advances submitted are accurate and comply with expense policy". **The submission process is not finished until you see the red text confirmation.**



16. To finish submitting the Cash Advance, click on the “Submit Cash Advance” button.



17. A confirmation box will come up. Click on the “OK” button.

18. Once the cash advance has successfully been submitted, you will receive the above message in red. The submission process is only complete if you receive the red text confirmation.

19. PLEASE BE AWARE THAT A CASH ADVANCE MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO TRAVEL DATES!
20. Process Completed.

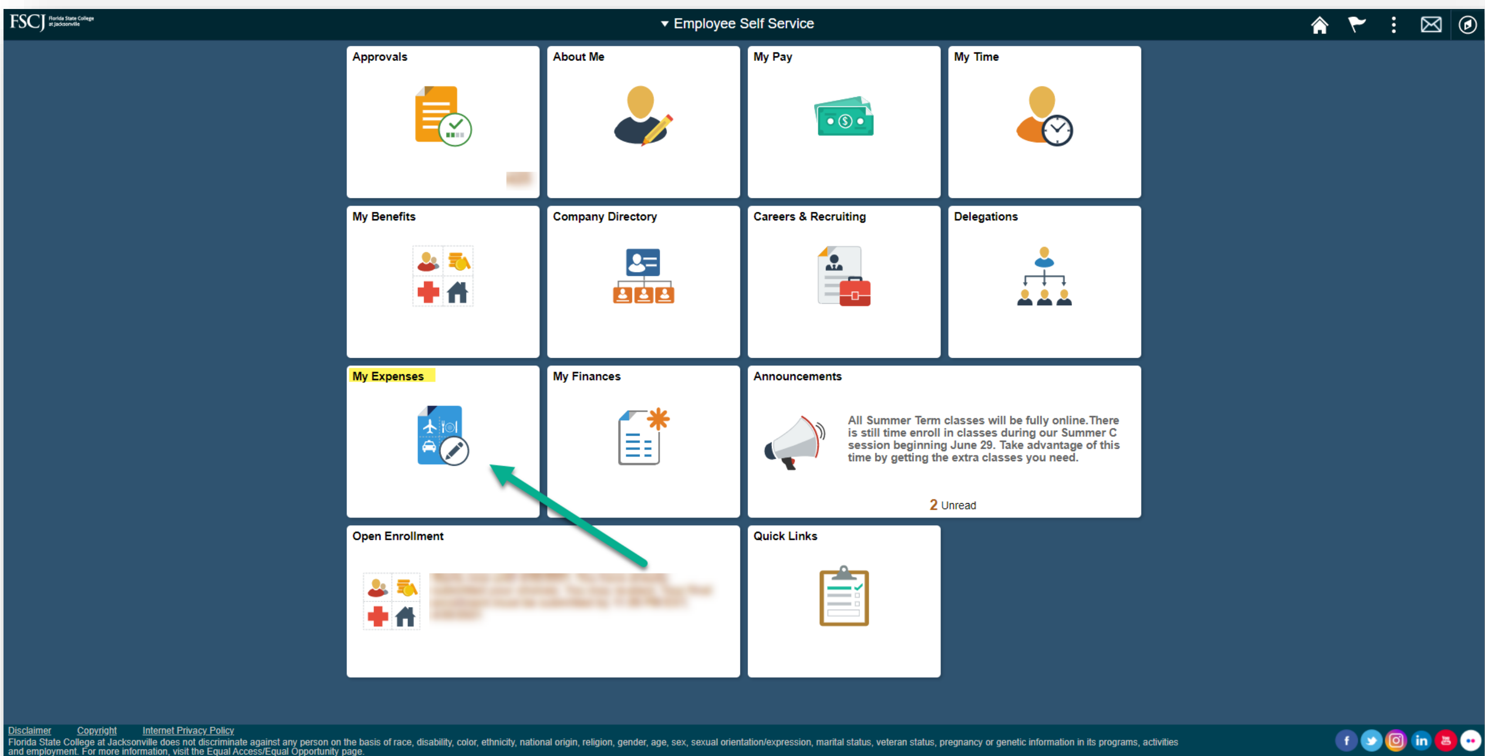
MYFSCJ FLUID CHANGES	
Document	Creating an Expense Report with a Cash Advance
Publish Date	9/8/2023

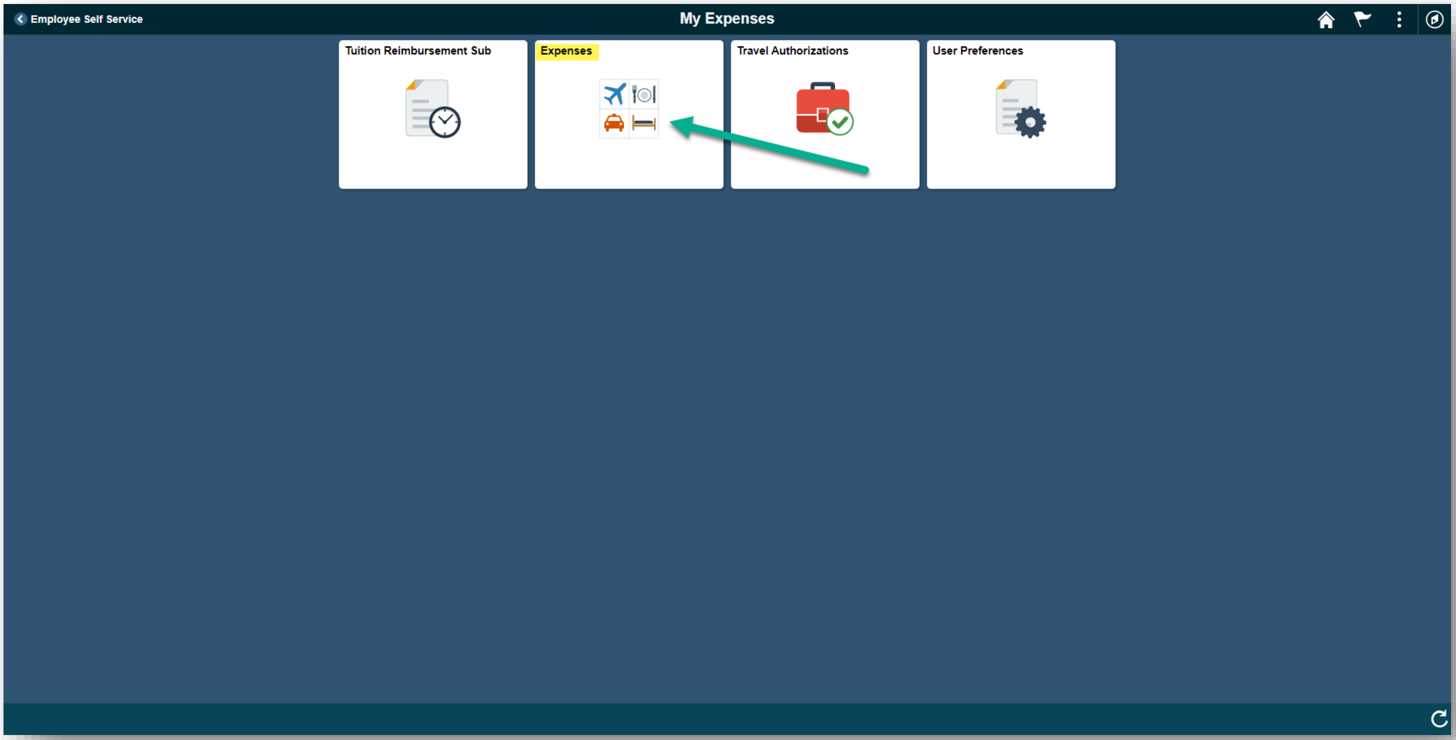
Overview	This document will share how to Create an Expense Report with a Cash Advance using the Fluid Navigation in PeopleSoft.
Target Audience	Staff, Faculty, Managers
Office	Finance
Contact(s)	AccountsPayable@fscj.edu

Procedure

***** IF THE FULL AMOUNT OF THE CASH ADVANCE IS NOT USED, PLEASE TAKE THE EXTRA FUNDS TO THE LOCAL CASHIERS OFFICE AND OBTAIN A RECIEPT. AFTERWARDS SEND A COPY OF THE RECIEPT TO ACCOUNTS PAYABLE SO THE CASH ADVANCE CAN BE ADJUSTED. DO NOT START THE EXPENSE REPORT UNTIL ACCOUNTS PAYABLE HAS ADJUSTED THE AMOUNT ON THE CASH ADVANCE, AN EMAIL WILL BE PROVIDED ONCE THAT IS COMPLETED. ******

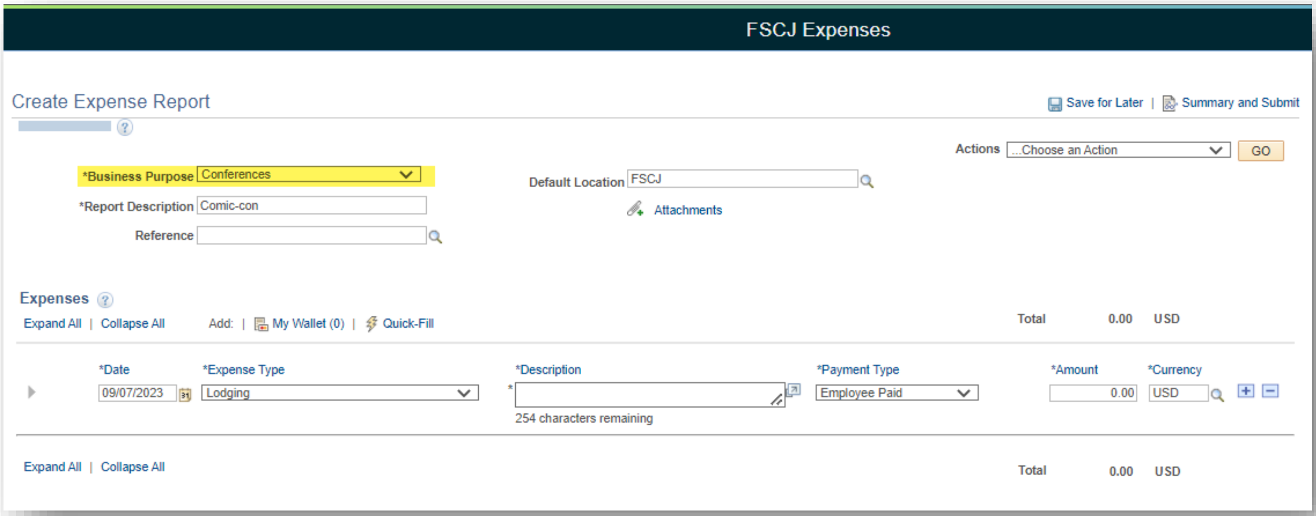
1. Navigation: Employee Self Service page > My Expenses Tile > Expenses Tile.



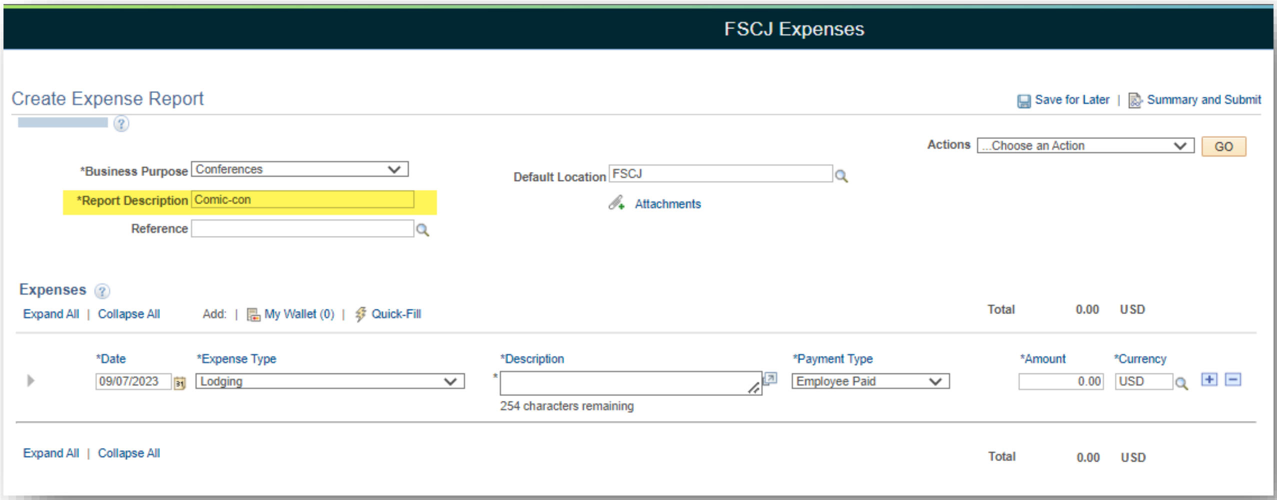


2. Click on the “Add a New Value” tab and enter the “Empl ID”.
3. Next, click on the “Add” button.

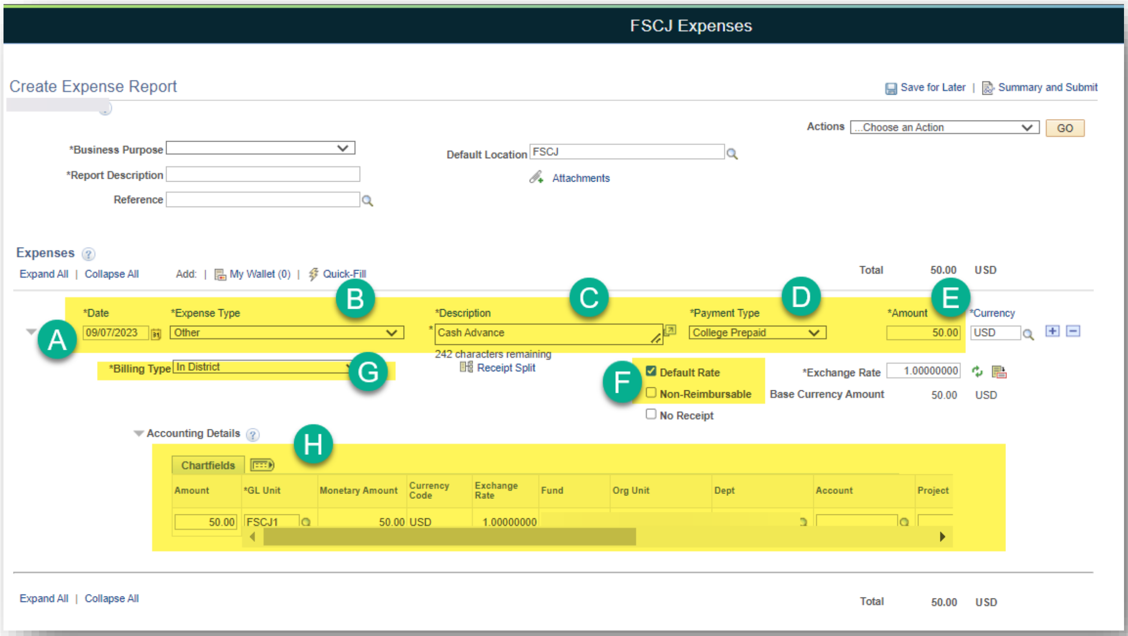
4. Select the Business Purpose from the drop down.



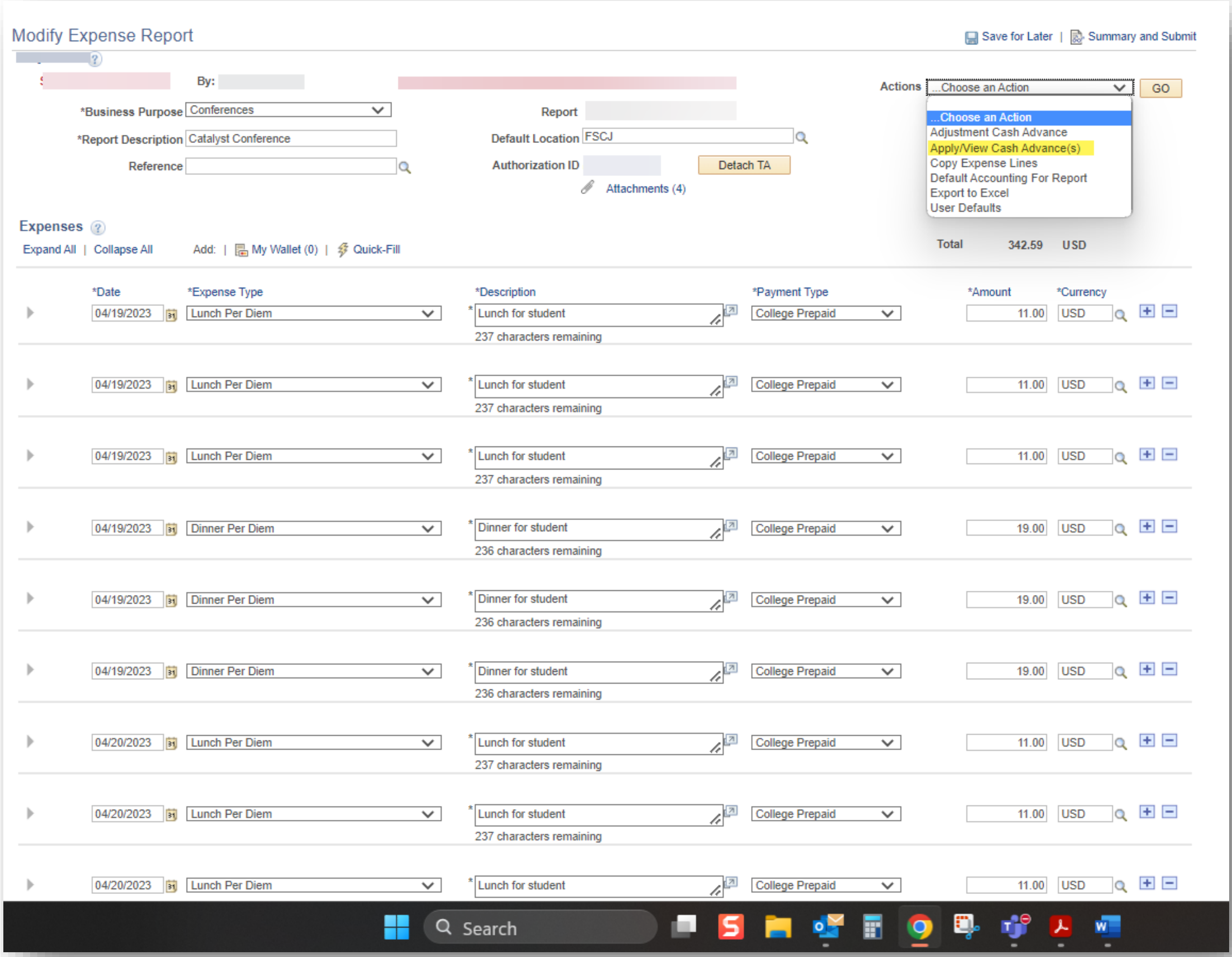
5. Enter a brief description in “Report Description” i.e where travel took place.



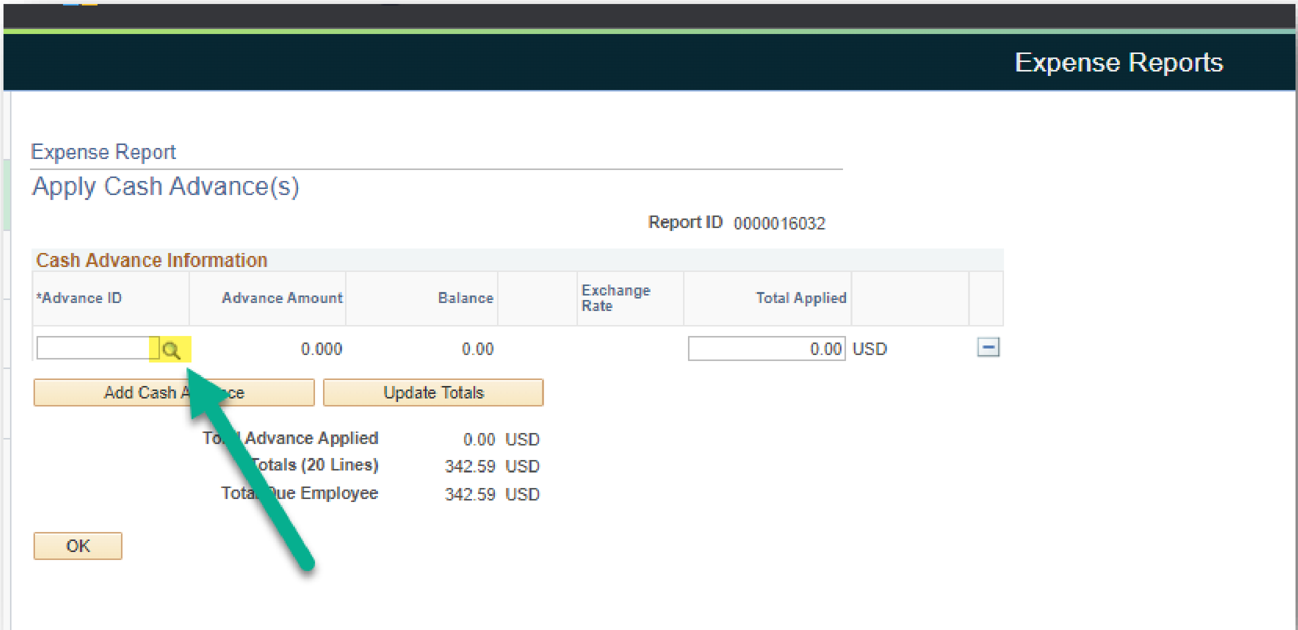
6. To add the cash advance, FIRST add a line with the following information:
    a. Date.
    b. Expense type from drop down as “OTHER”.
    c. Description as “Cash Advance”.
    d. Payment type as “College Prepaid”.
    e. Amount.
    f. DO NOT SELECT NON-REIMBURSABLE.
    g. Select billing type from drop down.
    h. Fill out accounting details.



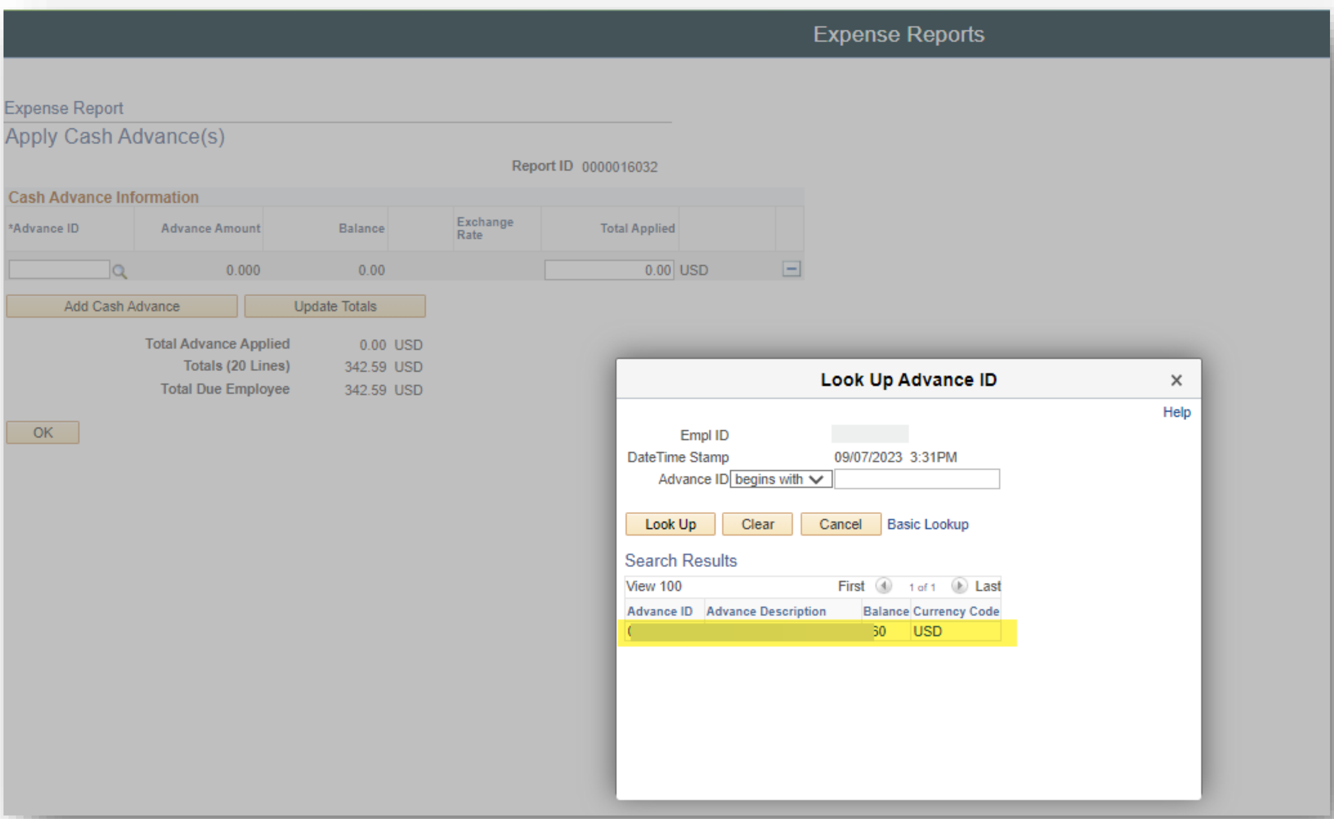
7. In the upper right corner, click on the drop-down menu next to "Actions" and select "Apply/View a cash advance". Then click on "GO".



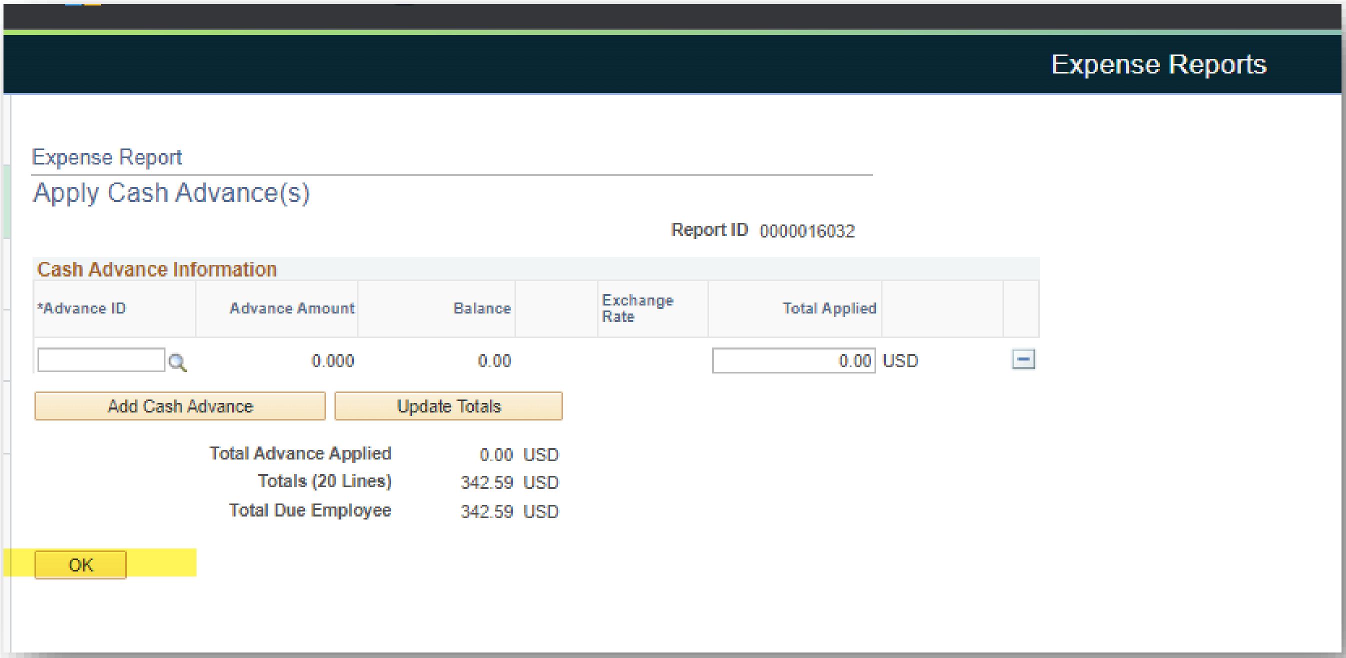
8. Select the magnifying glass under “Advance ID”.



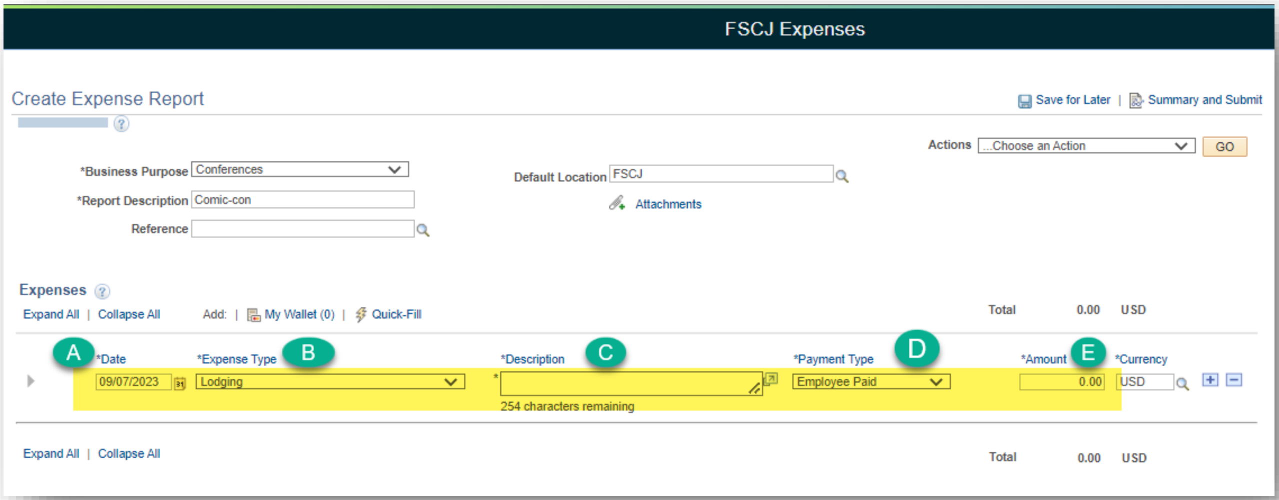
9. A list of your approved Cash Advances will populate. Select the correct Cash Advance by selecting the correct “Advance ID”.



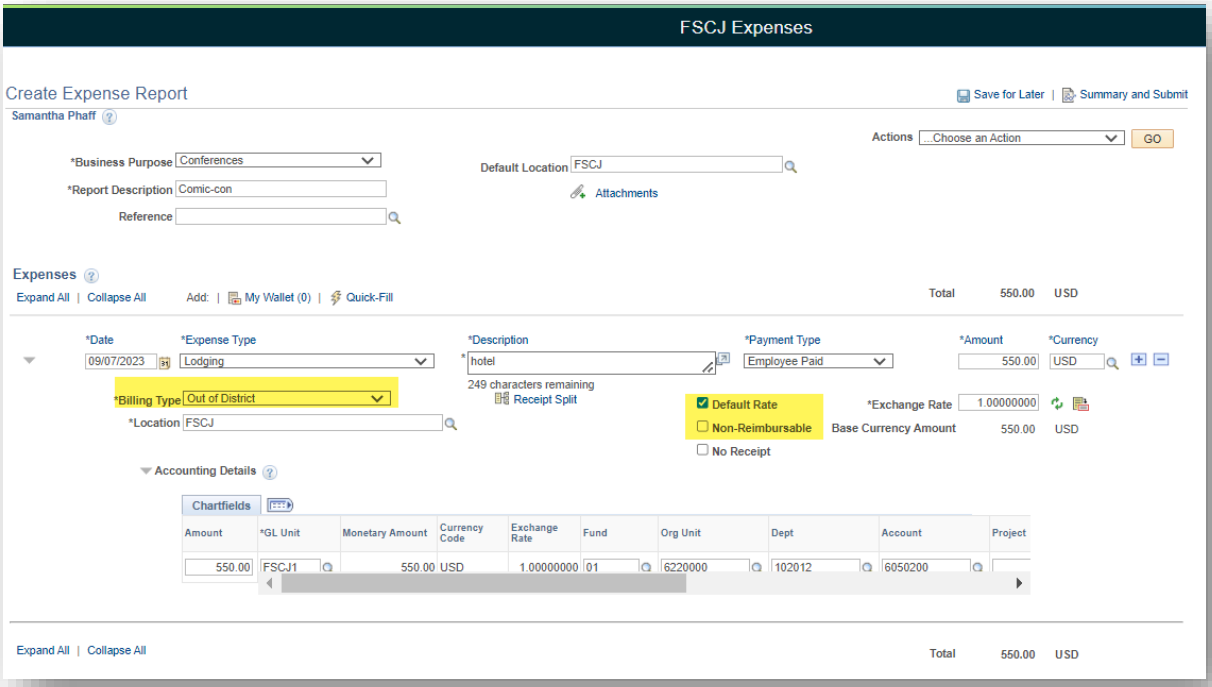
10. Once you click on the select button, the Cash Advance will populate. Then click "OK".



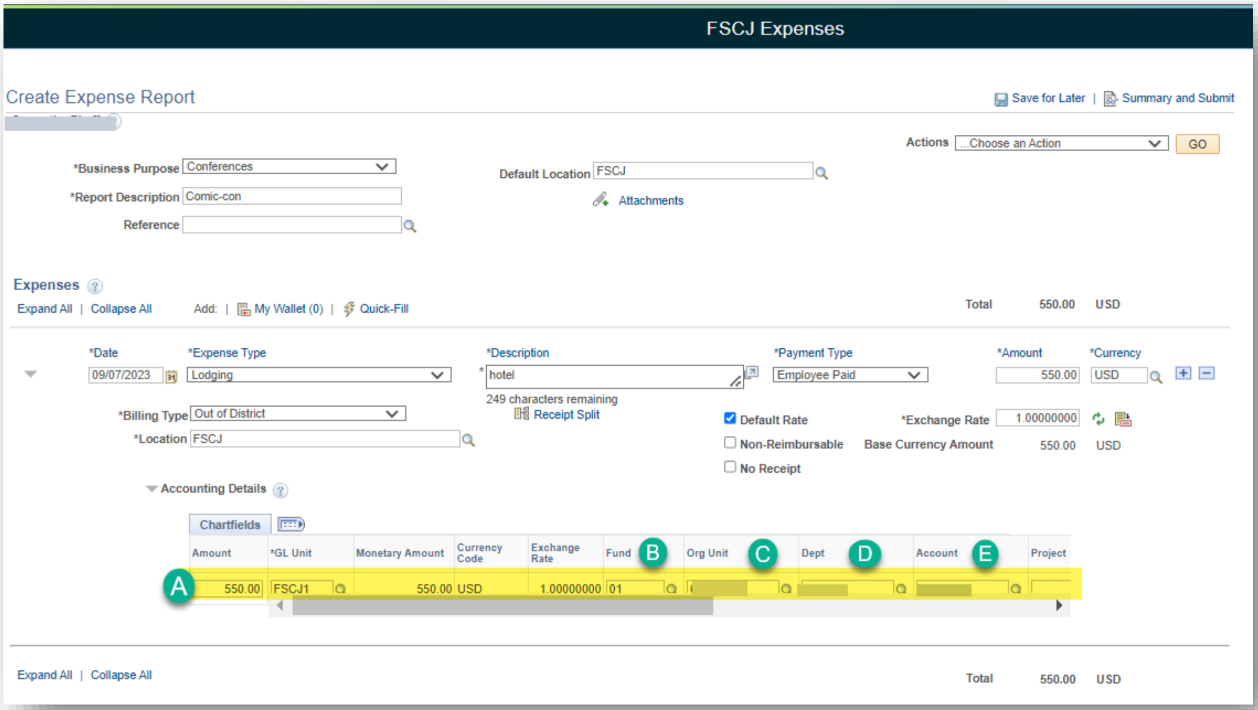
11. For all other expense details use steps 12-15 and/or pull from a travel authorization. For a step-by-step guide see creating an expense report with a TA on the Canvas site.
12. Enter the following information:
    a. Date.
    b. Expense type from drop down.
    c. A brief description.
    d. Payment type from drop down.
    e. Amount of expense.



13. Select the “Billing type” from the drop down. Select whether the expense is reimbursable or not.

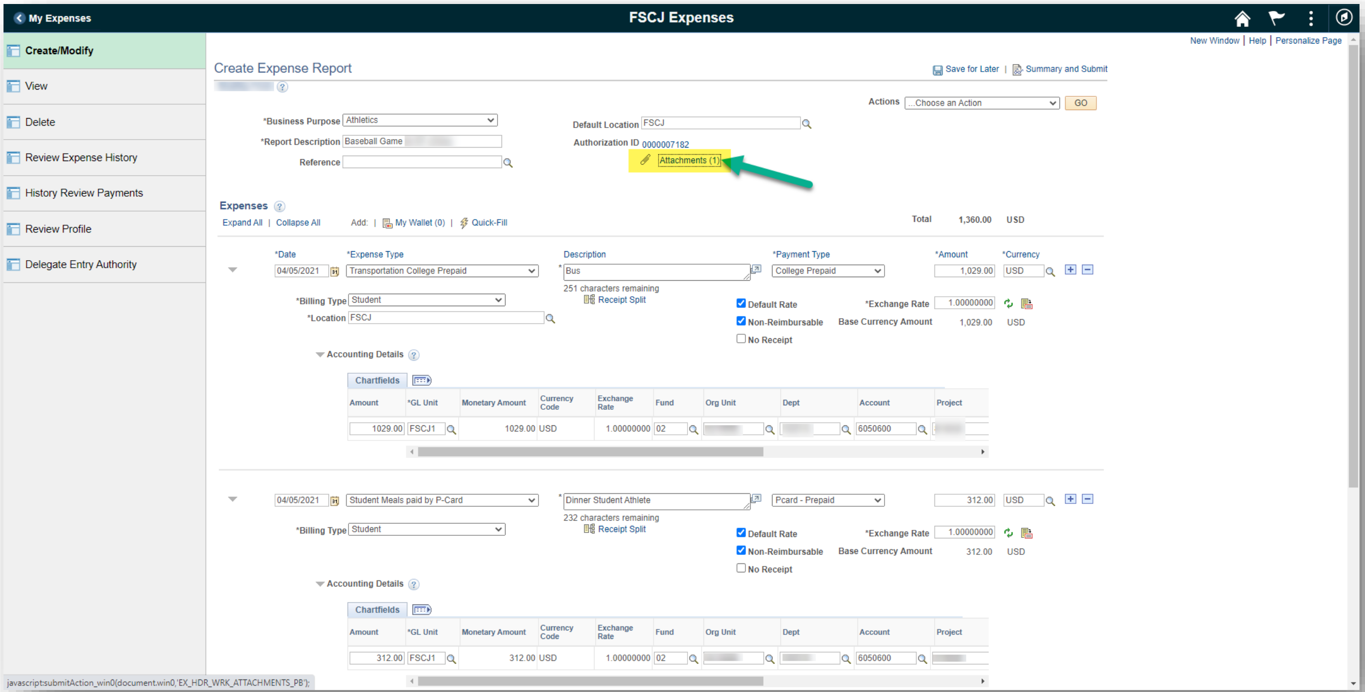


14. Fill out the following information in the “accounting details” section:
    a. Amount.
    b. Fund.
    c. Org unit.
    d. Dept.
    e. Account.

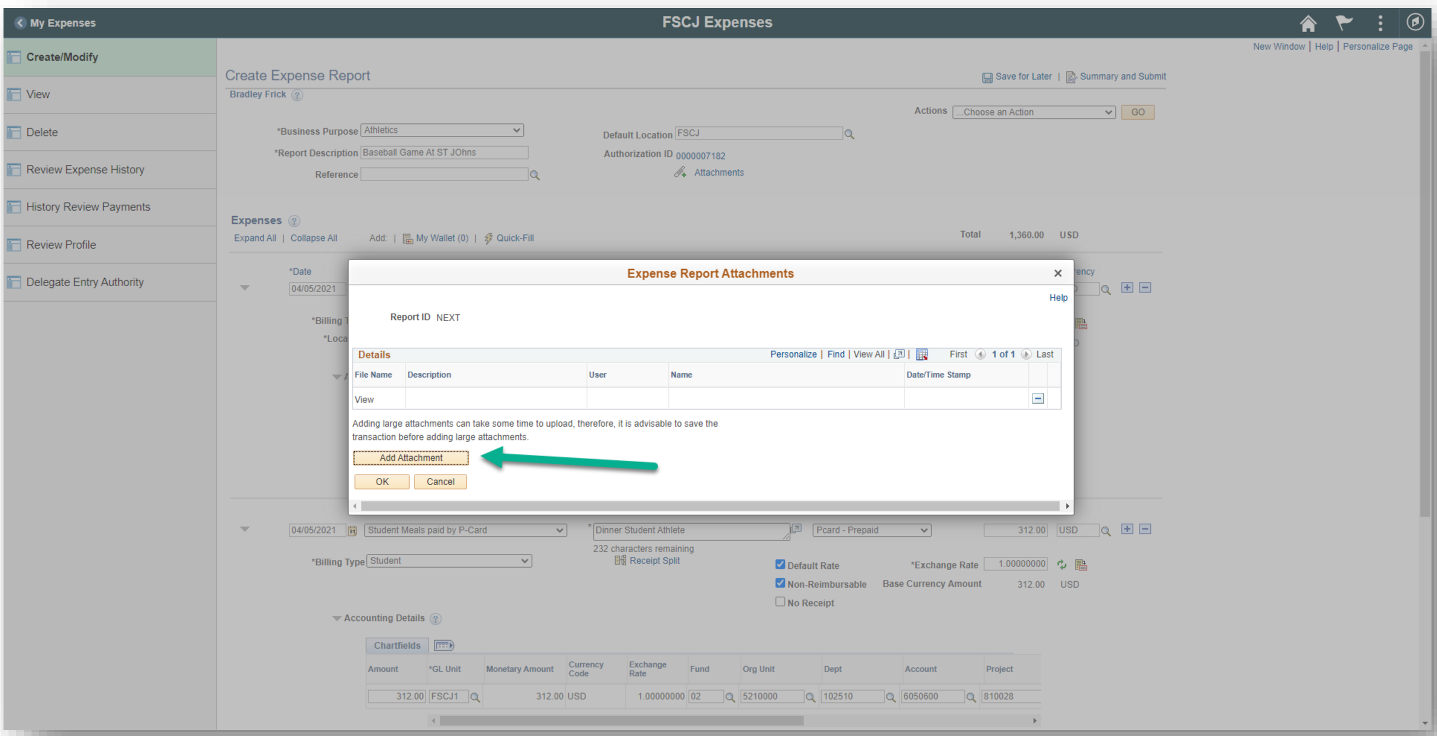


15. Select the “Plus Sign” to add additional expenses. PLEASE INCLUDE ALL EXPENSE FROM THE TRAVEL.
16. Repeat steps 12-14 for ALL expenses.

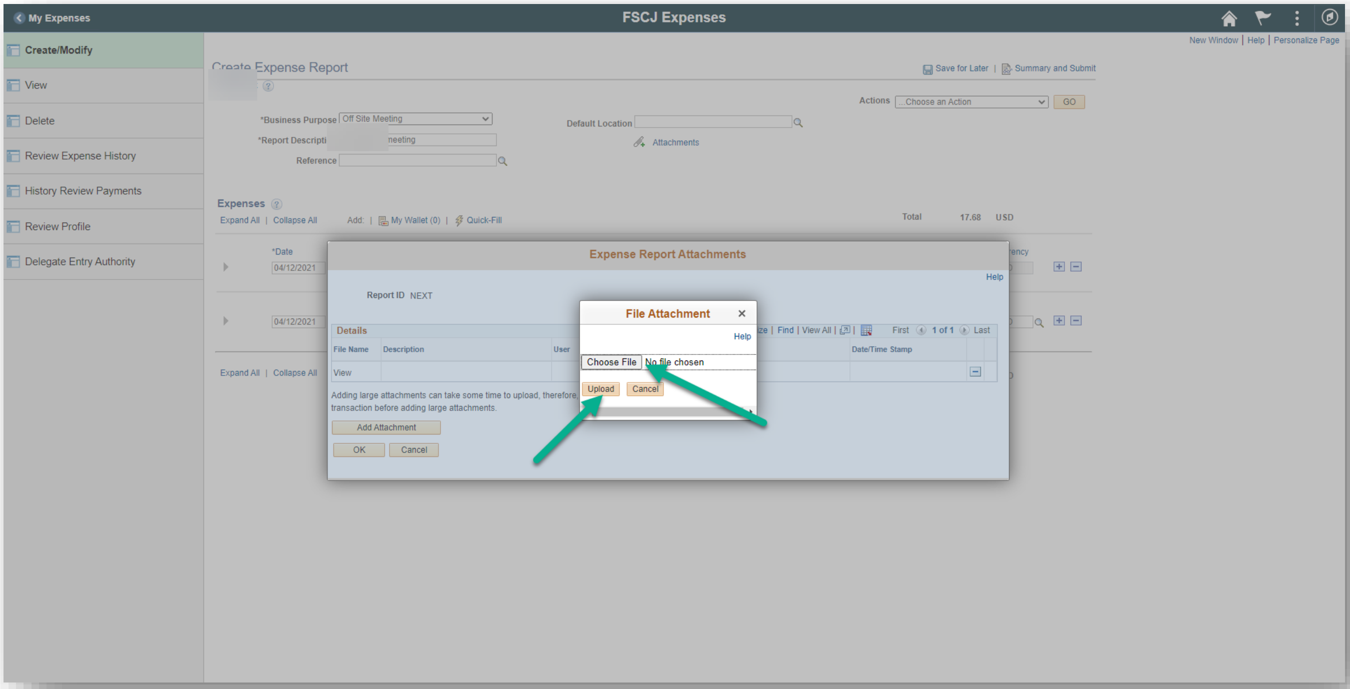
17. Next, add your receipts by clicking on the “Attachments” hyperlink.



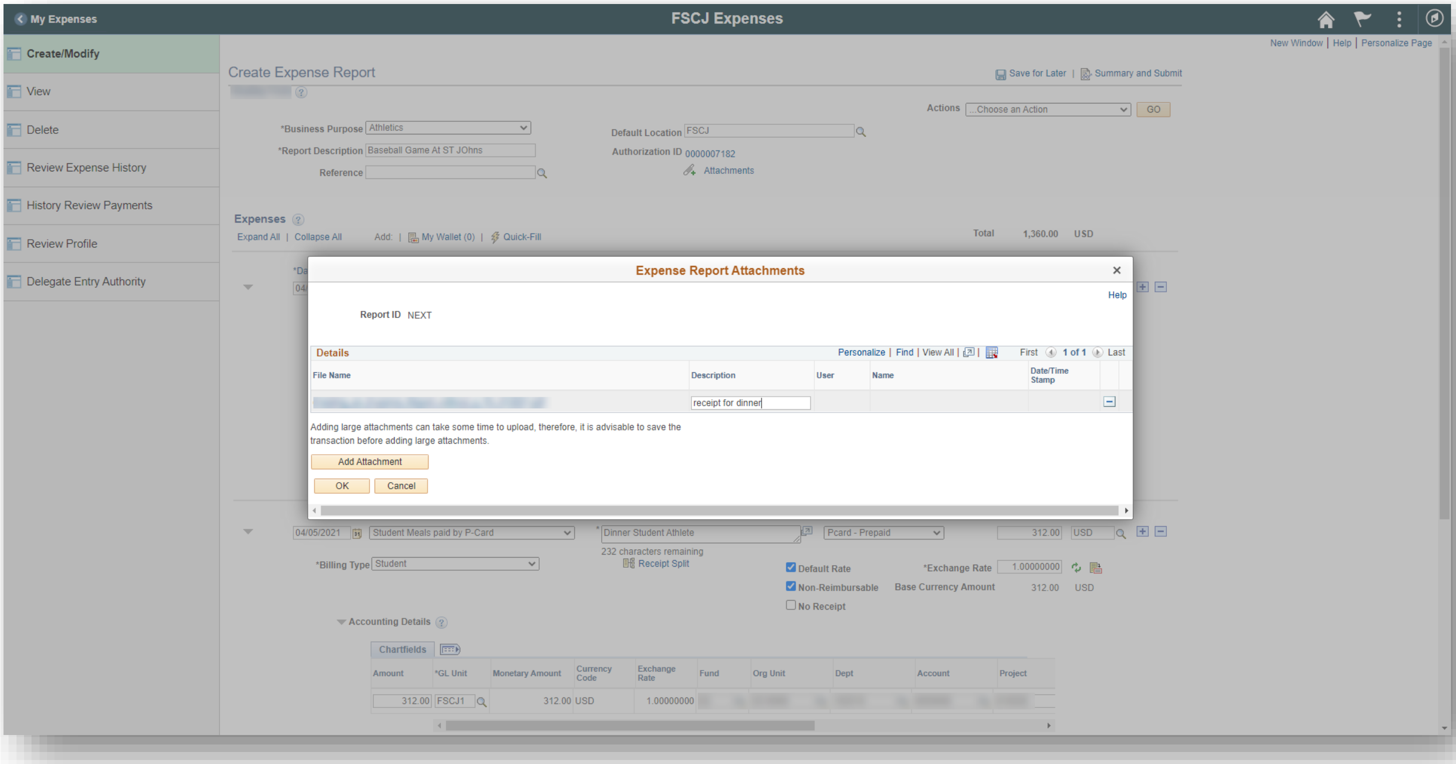
18. Then, click on the “Add Attachment” button.



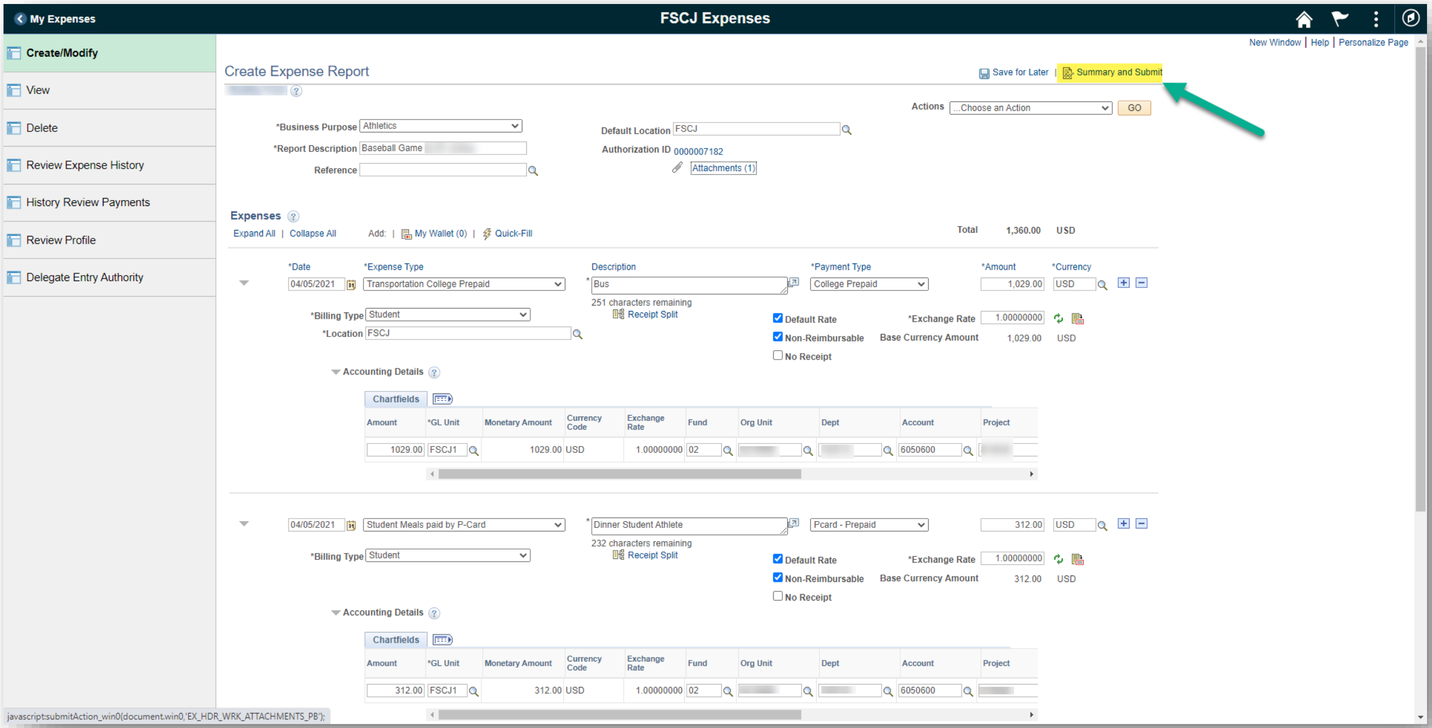
19. Click on “Choose File”, find the document on your computer, then click on “Upload”.



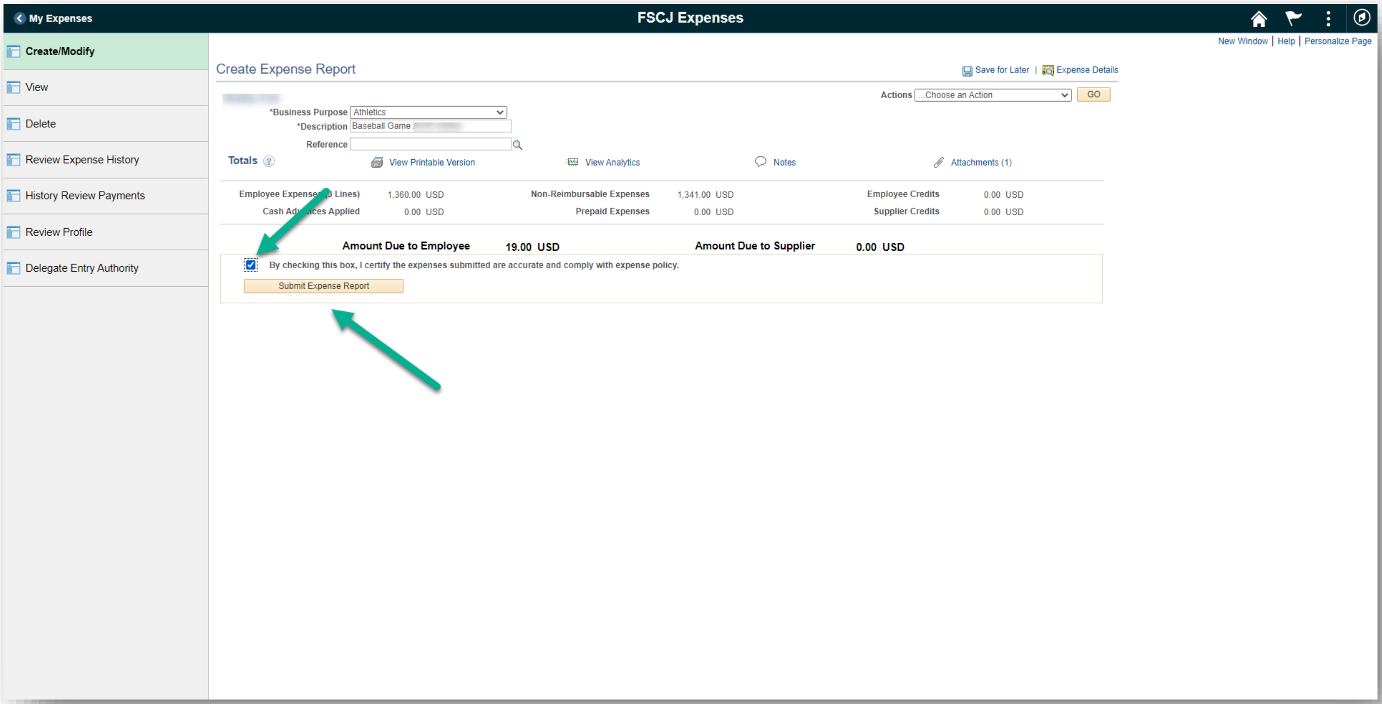
20. Next, add a description, then click on the “OK” button.



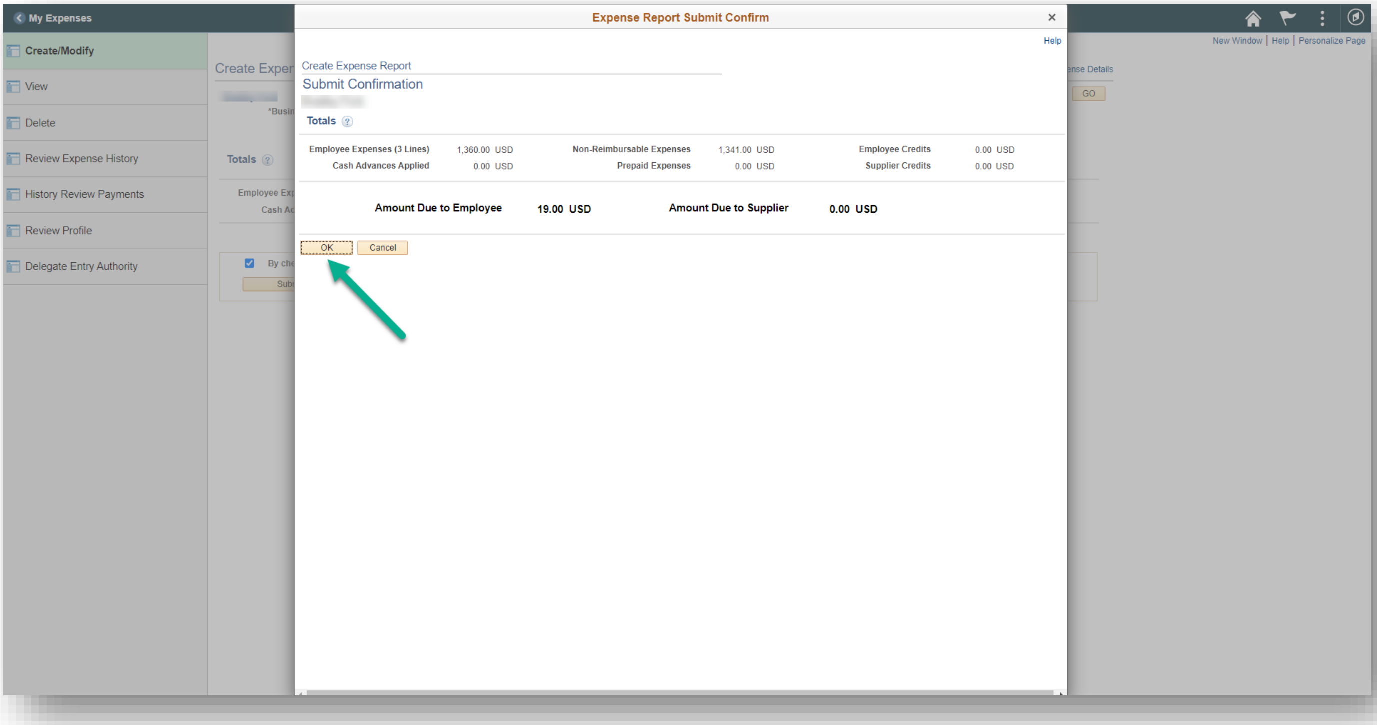
21. Please ensure that ALL documents for the event are included. Especially the following:
    a. Event information- this could be a conference agenda, event flyer or other document that shows details of the event.
    b. Agenda showing departure and return times as well as any included meals (this will be used to calculate meal eligibility).
    c. List of students attending.
22. If you need to save the expense report to finalize and submit at a later time, click "Save for Later". **<u>This does NOT submit the expense report.</u>**
23. If you have verified all information is accurate and complete and you are ready to submit, click on "Summary and Submit". **<u>The submission process is not finished until you see the red text confirmation.</u>**



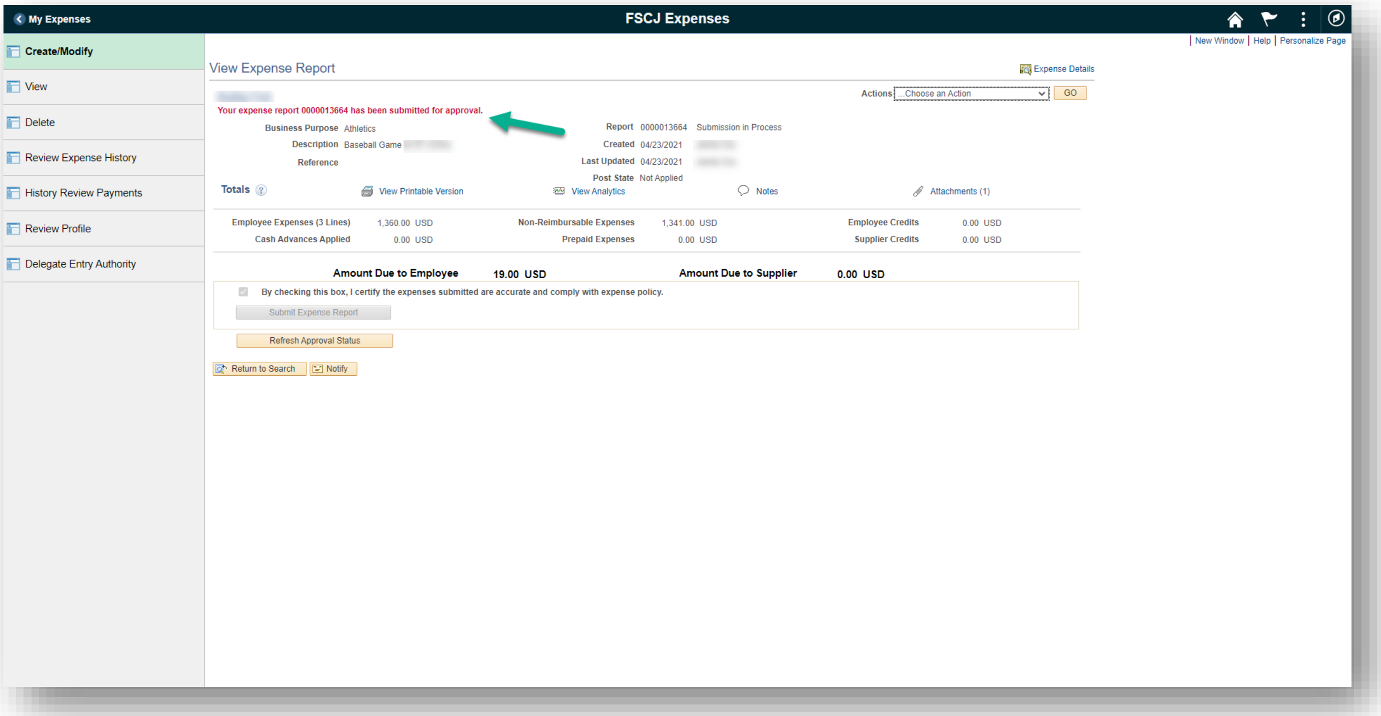
24. To finish submitting the expense report, check off the box in the bottom corner and click on the "Submit Expense Report" button.

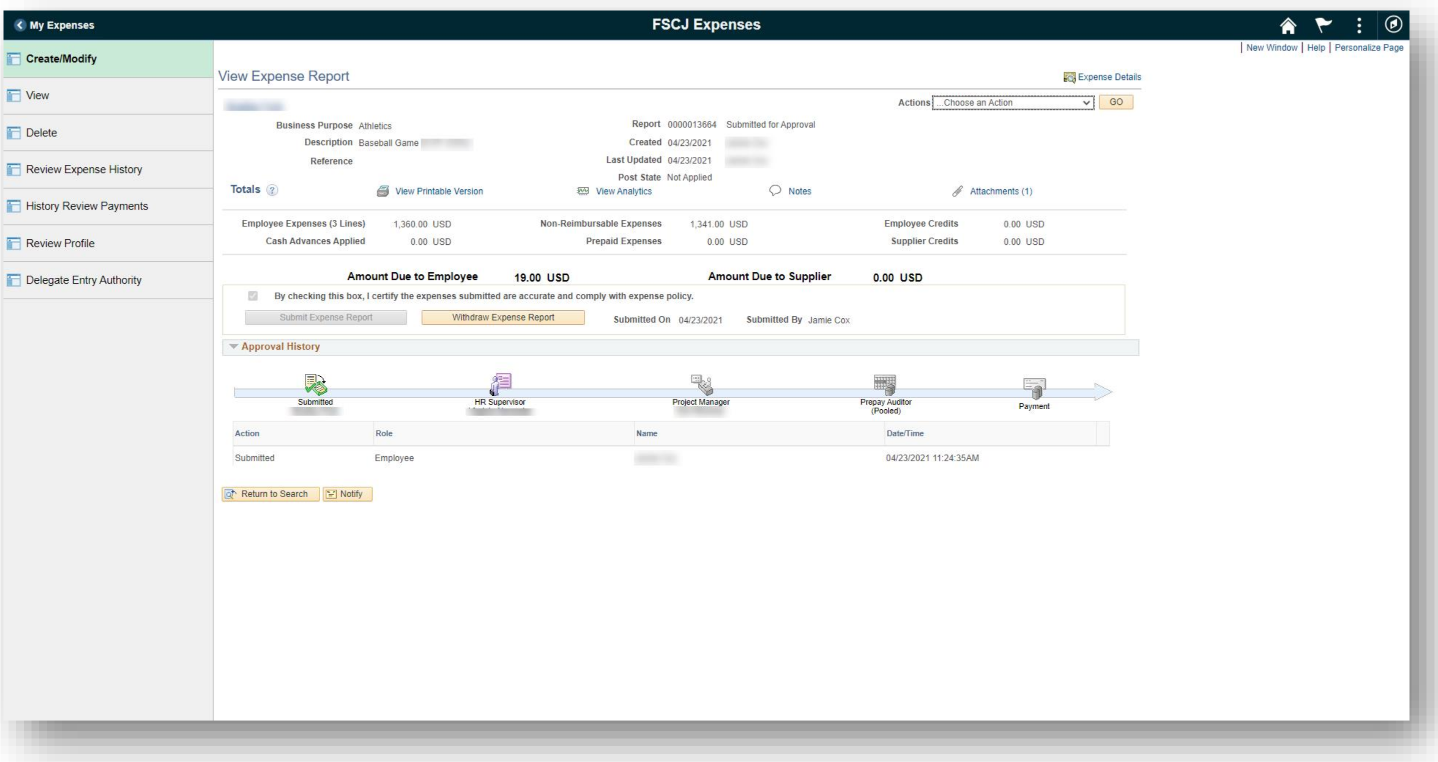


25. A confirmation box will come up. Click on the "OK" button.



26. Once the expense report has successfully been submitted, you will receive the message in red. The submission process is only complete if you receive the red text confirmation.





27. Process Completed.