



**Guide for  
Student Groups  
&  
Athletic Teams**

Revised November 2016

**Resource Offices for Student Groups:**

**Office of Student Life**

[www.ccri.edu/osl](http://www.ccri.edu/osl)

**Office of Athletics**

[www.ccri.edu/athletics](http://www.ccri.edu/athletics)



COMMUNITY COLLEGE OF RHODE ISLAND



COMMUNITY  
COLLEGE  

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OF RHODE ISLAND

# **Student Group Financial Policies & Procedures Manual**

Revised November 2016

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# CCRI Student Group Financial Policies & Procedures Manual

All individuals and student groups utilizing agency (student activity fee allocated) money are required to review the Policies and Procedures Manual each year for new information and to ensure compliance. Policies and procedures change regularly. If you are uncertain about anything, please direct your questions to the Office of Student Life or Office of Athletics campus.

## Overview

Student groups exist for the benefit of all current CCRI students. A portion of the mandatory student activity fee is available to support these authorized groups. Everyone connected with these student groups (student members, faculty/staff advisers, coaches and supporting staff) have a **fiduciary responsibility** to ensure that all expenditures of funds provided are authorized, reasonable, properly documented and consistent with the purpose for which the activity fee is collected to provide opportunity and activities for students. They also are responsible for the proper accounting of all group assets under their control.

The procedures listed below are intended to provide guidance on processing requests for expenditures, safeguarding organizational assets and helping student clubs, organizations and athletic teams meet their fiscal responsibilities. As with any set of procedures, they cannot cover all possible scenarios.

## Ethical Behavior and Conflicts of Interest

Presidents, treasurers, advisers, coaches and/or team administrators with control over their group finances and assets are expected to carry out their responsibilities in an honest and ethical manner that ensures that the group funds are expended for lawful purposes to benefit the student body in general. Specifically, they should:

- Follow prescribed procedures and directions from the Office of Student Life, Office of Athletics and/or authorized Student Government representatives.
- Avoid financially benefitting from their position more than any other student, adviser, coach or team administrator.
- Avoid allowing any individual or club, organization or team with whom the individual has a direct or indirect personal or financial interest that may conflict with the proper discharge of the member's duties to financially benefit more than any other individual.
- Never set up or deposit money from activities into a personal account or account other than your college assigned fund via the Bursar's Office.

**Below are some examples of potential conflicts of interest. In these cases, you should not participate in the discussions or planning:**

- Making or participating in student club, organization or team decisions that will financially benefit you, your friends or your family.
- Participating in Student Government budget appropriation decisions for the club or organization to which you belong.

Conflicts of interest are a complicated topic. As a general rule of thumb, ask how this decision would be seen by an impartial outsider. Would he or she think that you had acted fairly and ethically? When in doubt about the ethics of a decision or situation, consult with your club, organization, or team adviser/coach as well as the Office of Student Life or Office of Athletics.

## Administration and Responsibilities with Finances

Advisers of a club/organization or Coaches of an athletic team have the primary responsibility for the activities and for its compliance with college regulations, including financial procedures. By planning your event with the appropriate office (Program Assistant with the Office of Student Life or Team Administrator with the Office of Athletics), you can be certain that college financial policies are followed. The college does not reimburse individuals for use of personal funds. Pre-planning events with the respective office should eliminate any personal purchases. In case of emergency, personal reimbursement may be authorized but only in writing. There is no guarantee of reimbursement without prior written approval. Students and employees (advisers or coaches) who expend their personal funds do so at their own risk. All payment orders require the signature of the appropriate parties annotated below. All student club/organization advisers and team coaches are reminded of the particular restricted and limited expenditures as outlined below in these policies.

The Controller's Office will assist in developing financial procedures for student clubs, organizations and athletic teams, and will answer questions regarding financial matters and will promptly process and pay authorized expenditures.

The Office of Student Life and the Office of Athletics staff are responsible for ensuring that all student groups and team leaders (officers, advisers, coaches, etc.):

- Are informed of their financial responsibilities and receive mandatory training necessary to complete their work.
- Have access to these financial policies and procedures ([www.ccri.edu/osl](http://www.ccri.edu/osl) or [www.ccri.edu/athletics](http://www.ccri.edu/athletics)).
- Are provided clarification on financial issues when requested.
- Have supplied the Controller's Office with:
  - Current student club, organization or team budgets
  - Any additional controls applicable to specific student clubs, organizations or teams (e.g., requirements for two officers or two team administrator's to approve all expense reimbursements or dollar limits on individual purchases).

In addition, the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams) will review and approve expenditures to ensure compliance with college procedures.

Club officers will be responsible for the duties outlined in their constitution and bylaws for complying with applicable college financial procedures. Student Government officers will be responsible for the duties outlined in their constitution and for complying with applicable college financial procedures.

All student groups and teams are responsible and must account for all monies fundraised on and off campus. Fundraising must be approved in advance by completing the Fundraising Planning and Reconciliation form with an Office of Student Life Program Assistant (for clubs and organizations) or Office of Athletics Team Administrator.

## Consequences for Fiscal Irresponsibility

Individuals found to be irresponsible in their custody or expenditure of funds or other assets by the Office of Student Life or Office of Athletics will have their authority over said funds and assets revoked immediately. Irresponsibility may be demonstrated by a failure to follow college procedures or to exercise prudent business judgment.

Any illegal activity involving agency monies or properties, gross misuse, or assets for personal benefit, or any other such illegal activity is prohibited. Any person caught engaging in such activities will be subject to punishment by CCRI and the applicable civil or criminal penalties of the State of Rhode Island and the United States.

## Payment Orders

All agency payment orders must be completed in full by the requestor.

### For Student Groups:

- All payment orders must have completed signatures from:
  - *Line 1 (Student Rep/Other Agent):* Club/Organization Officer
  - *Line 2 (Advisor/Authorized Agent):* Club/Organization Adviser
  - *Line 3 (Dean/Department Approval):* Office of Student Life
  - *Line 4 (Accounting):* Controller's Office
  - *Line 5 (Special Authorization):* i.e. IT Department for Purchases of equipment or over limit expenses.

### For Student Athletic Teams:

- All payment orders must be:
  - *Line 1 (Other Agent):* Team Coach
  - *Line 2 (Authorized Agent):* Team Administrator
  - *Line 3 (Department Approval):* Office of Athletics
  - *Line 4 (Accounting):* Controller's Office
  - *Line 5 (Special Approval):* i.e. Assoc. VP of Student Services

All payment orders and its supporting documentation must be submitted to the respective office for processing. **All payment orders must have the appropriate original supporting documentation attached.** Expenditures should be submitted within one week but no later than thirty days of purchase in order to receive approval. With proper planning, payments and reimbursements can be processed in a timely manner. For all questions or concerns about submitting a payment order, please consult with the Office of Student Life or the Office of Athletics.

## Cash Banks

If a change fund or other funds are needed prior to the event, the adviser (of the club/organization) or coach (of the athletic team) may be authorized by the Office of Student Life or Office of Athletics to request these funds on an agency Payment Order Form. This request needs to be made at least one week prior to the event. No bank accounts or petty-cash accounts are authorized for any group aside from the authorized account facilitated through the Controller's/Bursar's Office.

## Deposits

All student groups are responsible and must account for all monies fundraised on and off campus. Two people must be present at all times when cash is present or handled. Cash must be counted and recorded with at least two people present. Receipts must be given out for all purchases. All checks must be copied prior to deposit and kept in a secure file. All clubs are required to **deposit all monies fundraised to the Bursar's Office no later than one-business day after the event.** The Bursar's Office requires that all coins be rolled, unless there aren't sufficient coins to wrap.

**Failure to follow the policies and procedures regarding handling cash and making deposits will result in a suspension of financial privileges for student groups by the Office of Student Life or by the Office of Athletics for athletic teams.**

## Developing Organizational Budgets

Athletic Teams will be allocated a budget by the Office of Athletics, annually based on the student activity fee allocation determined by the Associate Vice President. Student Groups must submit a **Budget Request** form to the Office of Student Life by **April 1** prior to the new academic year. The Office of Student Life will ensure that complete copies of the club budget requests be sent to the respective Student Government. Any late request will be processed if funding is available. Once approved by Student Government (for student groups) and the Office of Student Life (for student organizations), budgets will be available by the start of the next academic year. The Controller's Office cannot process student group expenses until an authorized budget has been officially approved. Expenditures exceeding the student groups approved budget cannot be processed. Each student group is responsible for managing their own funds.

## Allowable Expenses

Allowable expenses must support the student groups authorized activities, as described in its constitution. Allowable expenses will be paid/reimbursed by the college as long as they do not exceed the group's approved budget. **All student group expenses must be pre-approved by the Office of Student Life, a student group officer, and adviser. All athletic team expenses must be pre-approved by the Office of Athletics and team administrator. CCRI is considered tax exempt and no sales tax will be paid by the college, copies of tax exempt forms are available at your respective Office of Student Life. Expenses must be properly authorized and documented per college procedures in order to be processed.**

Some common examples of allowable expenses are:

- Up to 85 percent of the total expenses of tickets for musical, theater or cultural events related to the student groups purpose and/or mission (For clubs/organizations, as stated in their constitution). The remainder may be paid by the individual members, out-of-pocket or through documented fundraising.
- Costs associated with bringing an approved outside speaker or performer to campus
- Costs for costumes, dry cleaning and other costume/clothing costs
- Some travel expenses for student group field trips (See Travel section for more details.)
- Donations to outside charitable (non-profit) organizations or individuals by only using documented fundraised money by the student group.
- Advertisement's and Marketing materials
- Newsletters, agendas, calendars and other pre-approved supplies
- Giveaways, such as T-shirts or goodie bags for special campus events
- Food and beverages for up to 15 percent of student group meetings (not events) for the year with pre-approval.

In any case where there is a question about whether expenses are allowable or not, speak with an Office of Student Life Program Assistant or Office of Athletics Team Administrator for clarification. If necessary, the controller will make the final determination on whether an expense is in accordance with federal, state and CCRI regulations, policies and procedures.

## Expenses Not Allowed

- Any purchase not pre-approved by the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams)
- Gift cards and/or gift certificates
- Alcoholic beverages
- Any state sales tax
- Reimbursement for events that take place in private residences (except with prior written approval from the appropriate Associate Dean of Student Life or Director of Athletics)
- Charges for goods or services that are available from the college without charge (e.g., rooms or other facilities, maintenance services, office equipment and IT services)
- Computer hardware, computer accessories or software not pre-approved by IT in writing
- Wages, honoraria, donations or celebrations to/for CCRI faculty or staff (*See fundraising section for exceptions.*)
- Wages, honoraria, donations to/for CCRI students, unless the student is providing a service that would otherwise be performed by hiring outside staff. (*These services may include, but are not limited to, DJ services and filming a cultural show or a lecture.*)
- Scholarships of any kind are not allowed. Any student group wishing to give a scholarship must utilize the CCRI Foundation.
- Private transportation costs, such as gas money or parking fees. Public transportation is appropriate if more economical and readily available.
- Lodging, per diem meals or transportation for invited speakers/performers who live in the greater Providence area<sup>1</sup>
- Movies to be shown at events unless the student group can present a waiver of rights by the rights-holding organization or unless the student group is purchasing the rights to show a picture from the appropriate organization.
- Nonspecific miscellaneous expenses, emergency cash or petty cash requests.

## Fundraising and Donations

All Student groups are strongly encouraged to fundraise to help subsidize costs related to the operation of the group. Since the college limits solicitation (see Solicitation Policy) requests for fundraisers must be approved in advance through an Office of Student Life Program Assistant (for student groups) or Office of Athletics (for athletic teams). Managing cash and checks for the purposes of sales, fundraiser or donations encumber significant fiduciary responsibility and the college has extensive policy regulating the handling of cash and checks. Before planning a fundraiser, please include the Office of Student Life or Office of Athletics in any discussions, preparations, and registration process.

Fundraising is the only way to raise money for donation to an outside group. When wishing to make a donation to an outside charity (non-profit) organization or individual, only documented fundraised monies may be utilized, after expenses have been taken out (*Please see next section.*) To send a donation, monies fundraised must be deposited into the agency account from which the donation will be made. A payment order must be submitted with two copies of a letter from the student group to the organization to which the donation is being sent. The letter shall include the intent of the donation as well as a request for receipt. One copy is for the Controller's Office and the other copy will be mailed along with the donation check. As a reminder, the donation must be pre-approved by the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams) on the Fundraising Planning and Reconciliation form. The payment order must be submitted and processed with the *Special Authorization* line signed by the Dean of students (for student groups) or the Director of Athletics (for athletic teams).

When the donation has been received by the organization/individual, a letter of receipt should be returned to the student group. A copy of the letter received should be sent to the Office of Student Life or the Office of Athletics as well as the Controller's Office.

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<sup>1</sup> Refer to the CCRI Controller's Office for the most up-to-date state definition of 'Greater Providence'

## Fundraising Net Expenses for Events

- Fundraising activities can have two components: fundraising deposits and fundraising expenses. The calculation for determining fundraising revenue is: fundraising deposits less fundraising expenses.
- When completing the deposit slip for the Bursar's Office, enter the appropriate student group fund number in the first column, the student group name in the second column, the amount of the deposit in the third column and the reference account number 582000 (Fundraising Deposits) in the last column.
- When completing the payment order for a fundraising expense, in the purpose section, use the description "fundraising expenses for ..." The Banner fund would be the student groups expense and the Banner Account Code would be 714296 (Agency Fundraising Expense).
- Only funds from net fundraising will be carried forward across fiscal years.
- All monies belonging to or accepted in the name of CCRI are to be deposited into a CCRI bank account within seven (7) business days from the time the monies are received by the appropriate caretaker. All such deposits are to be recorded in CCRI's accounting system, Banner and are to be reconciled to the bank statement within 30 days from the last day of the bank period that the deposit was made. A written explanation to the controller is required for any variations from these time periods.

## Cash Management Policy

The Office of Student Life requires a Cash Management training for all parties handling money. Only designated CCRI employees such as bursar tellers, bookstore cashiers and approved fundraising event personnel are to accept and/or handle cash from students or the public. Mailed checks or money orders should be directed to the Bursar Office and are to be remitted to the appropriate caretaker as soon as possible. All deposits are to be made the next business day or in accordance with the department's approved written deposit procedures, but no later than seven (7) business days from the time the monies are received by the appropriate caretaker. A receipt is required to be issued at the time cash is accepted and a copy of the receipt, electronic record or other source document is to be retained for audit inspection purposes. The deposit is to be recorded in Banner no later than 15 days from the time of receipt. All tangible deposits such as cash, check and money orders are to be sent to the bank via an approved courier/armored car service. A log including the deposit date, bag number, employee's initials and courier representative's initials is to be maintained and available for audit inspection at all times. Electronic deposits such as ACH payments, credit card settlements, remote check deposit and wire payments are to be recorded no later than 15 days from the time of the transaction. The Controller's Office will reconcile the bank statement to the accounting records no later than 30 days from the end of the bank period. An accounting supervisor is to review the bank reconciliation for completeness, timeliness and accuracy. Unusual or suspicious items are to be investigated and reported to the controller.

To assist student groups in complying with this college policy, all Student Life staff (for student groups) and Office of Athletics team administrators are trained fundraising event personnel and will assist you, when scheduled, in your cash management needs at fundraisers, events and box offices when cash or checks are handled. Student groups that solicit money by mail, are encouraged to run their donations through the CCRI Foundation. Donations solicited by mail will be received, processed and deposited into the appropriate account per the above policy.

# CCRI Student Group Purchasing Policies & Procedures

## General

All purchases for student groups, organizations and athletic teams must comply with standard college procurement procedures and be included on the inventory forms provided by the Office of Student Life or Office of Athletics. Specifically, this means that:

- The CCRI Purchasing Department should be used to procure required goods and services to ensure the most competitive prices.
- Any activity or service that requires a contract that includes an outside vendor must have the approval of
  - The respective club officer, adviser and the Office of Student Life (for student groups).
  - The respective organization advisor and the Office of Student Life (for student organizations.)
  - The respective team administrator and the Office of Athletics (for athletics)
  - And In some cases, prior approval may require review by the college's attorney (for all)
- All contracts must be signed and approved by the Controller.
- All outside vendors will be required to furnish current W-9 forms prior to reimbursement and insurance forms as necessary. An outside vendor is defined as any company or individual who is not a CCRI employee.

CCRI is bound by the policies and practices as set forth by the state of Rhode Island and the Office of the Postsecondary Commissioner. All student groups are strongly encouraged to follow best practices for purchasing goods and services as outlined in the online purchasing manual which can be located on the CCRI website (<http://www.ccri.edu/businessaffairs/businessoffice/purchasing/>)

If the CCRI Purchasing Department is not used, **competitive bidding** procedures must be used as described below:

- For pre-approved purchases of \$0-\$499 competitive bidding is not required but strongly encouraged.
- For pre-approved purchases of \$500 or more, a minimum of three written bids/bid requests are required. Please know that you can't split the purchase to avoid this requirement.
  - CCRI's Purchasing Department can bid in-house for up to \$5,000.
  - RI State Purchasing will process bid requests for \$5,000 or more.

Student groups should utilize and review the Master Price Agreements (MPA's) already set forth by the State of Rhode Island and/or CCRI. Inquiries related to existing MPA's can be filtered through the Office of Student Life (for student groups) or through the Office of Athletics (for athletic teams). The bids/bid requests must be attached to the payment order. If there is only one vendor who produces, distributes or provides the required goods or services (sole source), a memo documenting the circumstances must also be attached to the payment order. Copies of a Sole Source waiver form can be obtained by contacting the Office of Student Life.

When the lowest bidder is not selected, the purchasing documentation and payment order must thoroughly explain why the lowest bidder was not chosen. Before securing goods or services and prior to submitting an agency payment order, the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams) must approve purchases. All agency payment orders should indicate that the appropriate bidding process has been followed and that the documentation is on file.

When multiple student groups (e.g., separate or unique clubs, organizations or teams on a specific campus) are planning to attend the same event, advisers should ensure that purchases are coordinated to reduce duplication and costs.

**ATTENTION:** No student group, or team adviser, member, or stakeholder can be involved in the bidding process if a bidder is a relative, family member or him or herself. Anyone, who stands to benefit from an existent or pending interest in a bidder's finances, may not participate in the bid process.

## Payments for Approved Purchases of Goods and Services

Pre-approval of purchases must be authorized by the respective student group officer and adviser or team administrator as part of the planning process. The college has assigned credit cards (Office of Student Life or Office of Athletics) for use in purchasing items. All purchases and processing for payments should be completed no later than May 30. For invoices to be reimbursed, a properly completed agency payment order must be submitted as noted below:

- The proper Banner fund number must be included in the “Fund Name.”
- The complete business purpose must be explained under “Purpose” (e.g., DJ for All Club’s Day) with dates and times.
- Generic explanations (e.g., flowers, refreshments or decorations) cannot be accepted.
- Must be signed by respective parties (refer to payment order section of this manual)
- Original receipts and invoices (no statements) must be attached to the submitted payment order.

All honorarium payments made to CCRI faculty or staff, need to go through Human Resources and an internal Banner workflow will be set up prior to confirming the services of the person(s). Pre-approval by the Office of Student Life or Office of Athletics is mandatory. Staff members that are currently on the part-time payroll, 19 hours per week, are not eligible to receive honorariums per college policy.

## Equipment Purchases

Athletic teams should refer to the Office of Athletics for procedures and policies related to purchasing equipment for their use.

Student groups, with the approval of the Office of Student Life, may purchase equipment (i.e., computers, furniture, video systems and games, etc.) to fulfill their mission. The request to purchase computer equipment must be coordinated with the IT Department. When equipment is purchased, it becomes the property of CCRI. All equipment purchased with student funds must be tagged and added to the student group inventory with a copy of that inventory filed with the Office of Student Life (Student Organizations) and Student Government (Student Groups). Contact the IT Department (825-2137) for purchase and tagging instructions. For all other equipment, contact the Facilities Department (825-1210) for tagging instructions.

All student group property must be kept in a safe, locked area and documented on the respective student group inventory tracking form (provided by the Office of Student Life). Written authorization is required by the student group adviser to remove any equipment from the campus, but there is no guarantee this request can be approved. At the end of each academic year, or whenever there is a change in student club/organization treasurer or club/organization designee during the year, the most up to date inventory form should be provided (by the club/organization advisor) with groups current equipment list. This ensures that each treasurer knows the items for which he or she is responsible. The signed inventory forms will be retained by the Office of Student Life. Missing items will be investigated by the Office of Student Life.

# CCRI Student Group Food Policies & Procedures

## On-Campus Food Service

Lessing's Food Service Management is the current food service provider for the Community College of Rhode Island as determined by a competitive bid process. They are to be used for all on-site food and beverage service needs in accordance with applicable financial procedures described in this manual. Food services provided by an outside vendor are prohibited unless deemed necessary in writing by Lessing's.

Requests for food service should be made at least two weeks in advance. When food service is needed in less than two weeks, pre-approval of these requests may be made with written authorization from the Vice President of Business Affairs.

**Please keep in mind that events will have to be planned at least two to three weeks in advance to guarantee that the group's food order will be delivered.**

To order food or refreshments from the campus food service vendor:

1. Student Groups will meet with an Office of Student Life Program Assistant to plan the event.
2. A F-IA (Agency Food Service Form) should be brought to your campus food service representative to get an estimated cost for their food services. Contact Lessing's Food Services at:
  - Flanagan (Lincoln) Campus: ext. 7020
  - Knight (Warwick) Campus: ext. 2395
  - Liston (Providence) Campus: ext. 6041
  - Newport County Campus: ext. 1645
3. The Student Group Advisor or Team Administrator will sign as the "Student Activity Representative"
4. The completed food service request should be submitted to the Office of Student Life (for Student Groups) or the Office of Athletics (for Athletic Teams) for processing.
5. The Office of Student Life or the Office of Athletics will enter into the Banner requisition/purchase order system and will provide the F-IA to the Business Office for final processing after receiving necessary approval from the Assoc. Dean of Student Life (Student Groups) or Director of Athletics (Athletic Teams). Please ensure that there are sufficient budget funds before placing orders and that a food service purchase should be consistent with the activities and goals of the group.
6. The food services vendor invoices CCRI on a monthly basis. These billings will be automatically processed by the Business Office based on purchase orders issued.

The food services vendor will NOT provide food service without an approved purchase order issued by the Business Office.

## Off-Campus Food Service for Events

In the case of off-site events, Lessing's can be considered as a food service vendor. Expenses for off-campus food services must be pre-approved by the Office of Student Life (for Student clubs or organization) or by the Office of Athletics (for athletic teams).

An individual person's expenses are limited to the amount approved prior to the event, typically not to exceed \$25. Any amount over this needs to be documented fundraised money. Reimbursements related to restaurants need to be pre-approved and require a detailed receipt from the restaurant, a list of individuals who attended and an explanation of the business purpose. Tips must be documented on the receipt provided with original documentation.

## CCRI Student Group Activity and Travel Policies & Procedures

All travel for student groups must be planned with the Office of Student Life. All travel for student athletic teams must be planned with the Office of Athletics. All travel must be completed and processed by May 30. Any exceptions need to be pre-approved by the Office of Student Life or the Office of Athletics. All travel arrangements (i.e., flights, trains, buses, hotel reservations, etc.) are handled through the state-approved travel agency. Travel expenses are defined as transportation, lodging, meals, registration or admission costs, and any necessary insurance. College liability waivers, signed by the participants are required at the time of submission. Travel costs will be paid in advance of travel. Claims for reimbursement must be preapproved at the time the request is made.

**Student groups and their members, advisors, coaches, etc. should not expect reimbursement for any expenditure without written approval from the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams) specifying the costs that can be attached to your payment order request form.**

Upon return, claims for reimbursement must be submitted via travel expense voucher (form can be found on the Controller's Office website) **within three business days after the completion of the trip.**

## In-state Travel

In-state travel, for the purposes of this policy, includes same-day trips to nearby Massachusetts and Connecticut. This includes trips for entertainment or cultural purposes, one-day conferences or similar activities. In-state travel requests must be submitted **four weeks in advance.**

Traveling or transporting others to off-campus locations incurs some risk of liability to the college and/or the driver should an accident occur. Volunteer drivers should be aware of their personal liability and potential effect on their insurance should there be a claim.

Rental vehicles require special pre-approval in writing in accordance with state policy. All requests for rental vehicles need to include a justification as to why they are necessary. In some cases a college-owned vehicle may be utilized.

Student groups must submit proper documentation to their appropriate office. This includes:

- Travel Request Form
- A roster of preliminary participants including names and CCRI ID#'s.
- Documentation of costs
- A detailed agenda from the organizers of the event
- Signed travel waivers

An agency account may cover up to 85 percent of travel expenses, providing the account has sufficient funding to cover the costs. Travelers must pay the remaining 15 percent that is not sufficiently funded by the agency account. This may be paid either through documented fundraising expenses or monies, non-agency donations or out-of-pocket expenses. There is no required contribution for organized, professional conferences.

A chaperone (the group's adviser or another college employee) may be required to attend at the discretion of the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams). All costs for a chaperone are to be covered by the respective student group. Per college policy, employees serving as chaperones may travel up to five days per calendar year without discharging time, with the approval of their supervisor. The employee must contact the Payroll Office at least 30 days before the trip.

Local mileage and public transportation expenses can be reimbursed to students and advisers for required travel via the college's electronic travel reimbursement system. Pre-approval is required in writing from the Office of Student Life (for student clubs and organizations) or the Office of Athletics (for athletic teams) prior to travel.

## Out-of-state Travel

Out-of-state travel, for the purposes of this policy, refers to those trips that include an overnight stay. However, state policy does not allow hotel stays within 50 miles of Providence; this includes Boston and Worcester. When available, student groups must attend the function at the location nearest to Rhode Island. Out-of-state travel requests must be submitted **six weeks in advance**.

Student groups must submit proper documentation. This includes:

- Travel Request Form
- Current travel fares from a website or agency
- A roster of preliminary participants including names, CCRI ID#'s and dates of birth
- A detailed agenda from the organizers of the event
- Signed travel waivers
- Per diem requests

An agency account may cover up to 75 percent of travel expenses, providing the account has sufficient funding to cover the costs. Travelers must pay the remaining 25 percent that is not sufficiently funded by the agency account. This may be paid either through documented fundraising expenses or monies, nonagency donations or out-of-pocket expenses. There is no required contribution for organized, professional conferences.

A chaperone (the group's adviser or another college employee) may be required to attend at the discretion of the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams). All costs for a chaperone are to be covered by the respective student group. Per college policy, employees serving as chaperones may travel up to five days per calendar year without discharging time, with the approval of their supervisor. The employee must contact the Payroll Office at least 30 days before the trip.

Travel insurance may be required for out-of-state travel at the discretion of the Office of Student Life or the Office of Athletics in consultation with the Director of Administration.

## International Travel

International travel by student groups is a very expensive and complicated undertaking. Groups considering International travel should be prepared for significant fundraising efforts as funding from allocated student activity fees will be limited. Groups wishing to pursue International travel must seek preliminary written approval from the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams) to begin planning a minimum of **six (6) months in advance** of the proposed travel. The request should include:

- Travel Request Form
- Documentation of costs
- A tentative agenda/itinerary
- A fundraising plan
- A roster of preliminary participants including names, CCRI ID#'s and dates of birth.
- A written rationale for the travel

Preliminary approval will be granted by the Associate Vice President of Student Services in consultation with the Office of Student Life or the Office of Athletics.

Final authorization and approval for International travel will be made **three (3) months in advance** of the proposed travel date provided that the fundraising plan has been met and all necessary funds are present in the account. To receive final authorization the student group must submit:

- An updated Travel Request Form
- Updated documentation for all costs
- A final agenda or itinerary
- Per deim request
- Signed international travel waivers for all participants
- A roster of final participants
- Signed insurance application

An agency account may cover up to 75 percent of travel expenses, providing the account has sufficient funding to cover the costs. Travelers must pay the remaining amount that is not sufficiently funded by the agency account. This may be paid either through documented fundraising expenses or monies, non-agency donations or out-of-pocket expenses. There is no required contribution for organized, professional conferences.

A chaperone (the group's adviser or another college employee) will be required at the ratio of one chaperone per 10 students on the final roster. All costs for a chaperone are to be covered by the student group.

Travel insurance will be required for

International travel through the CCRI Director of Administration.

Changes on the global stage that may reflect an increased hazard to the travelers may be grounds for the college to cancel the trip or recall a group prior to completion of their intended travel. At all times, the safety of those traveling will always be the college's top priority.

## Adviser Expenses

When an adviser or employee designee(s) to a student group attends an event that requires travel with the club, 100 percent of the expenses will be paid by the group's agency account, if the funding is available.

Per college policy, employees serving as advisers may travel up to five days per calendar year without discharging time, with the approval of their supervisor and must contact the Payroll Office at least 30 days before the trip.

## Exceptions of Policies & Procedures

The Dean of Students (for student groups) or the Director of Athletics (for athletic teams) may waive specific policies in this manual. Waivers must be in written form and processed through the Office of Student Life or the Office of Athletics and attached to any payment orders.

# Appendices

## Appendix A. How to Access Funding Records

This form is used only by student group advisers to retrieve information about your budget and related expense amounts. Athletic teams should utilize your team administrator to access your funding records. All other student groups should consult with the Office of Student Life if you need assistance accessing your records.

### ACCESSING BANNER:

Go to [www.ccri.edu/it/banner](http://www.ccri.edu/it/banner)

Click on “Banner Login” and wait for the form to load.

Login to Banner using your user ID and password. Leave database as Dora.

After you login, in the “Go To” field at the top of the Main Menu page, type in FGIBDST and press Enter.

Once you are in Screen FGIBDST, type in your organization number (Warwick WS5030, Newport NS5030, Providence PS5030, Lincoln LS5030) and fund number in the upper right hand corner of the screen.

Click “Next Block” (in the middle of the toolbar) and you will be given the cub budget and related information on the lower half of the screen.



## Extraction of DATA from Form FGIBDST (or FGITRND)

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA: C Fiscal Year: 17 Index: Fund: 84N001 Organization: NS5030 Account: 582000 Program: 55 Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
582000	NS5030	55	30-SEP-2016	CR05	J0094290	Newport Student Govt	384.69	+
582000	NS5030	55	23-SEP-2016	CHS1	F0079099	Student Gov. NCC Fun	384.69	+
582000	NS5030	55	21-SEP-2016	CHS1	F0079090	Donation to Newport ST	15.37	+
							<b>Total:</b>	784.75

Press Key Dup Item for document query forms; Count Query for encumbrance detail  
Record: 1/3 <OSC>

Banner users may use a function within FGIBDST to extract information from FGIBDST (or FGITRND) and download it to an Excel spreadsheet. This function can aid you when attempting to look at your entire budget (or transactions) without the need to use the scroll bar to look at hidden lines.

1. While in FGIBDST (or FGITRND), go to Help on the above menu.
2. Press and hold the Control key (Ctrl) on your keyboard.
3. On the Help menu, go down to “Extract Data with Key” (or “Extract Data with No Key” for FGITRND) and click. Remember to continue to hold down the Control key while you are doing this.
4. A dialog box will appear and ask you if you would like to Open or Save the document you are downloading.
5. While still holding the Control key down, click Open and after a few seconds, you will see information appear in an Excel spreadsheet where you can format, add totals, etc. as needed.

COA: C Fiscal Year: 17 Index: Fund: 84N001 Organization: NS5030 Account: 582000 Program: 55 Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
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582000	NS5030	55	21-SEP-2016	CHS1	F0079090	Donation to Newport ST YTD	15.37	+

gokoutd.csv [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Calibri 11

A1: =582000

	A	B	C	D	E	F	G	H	I	L	M	N	O	P
1	=582000	NS5030	55	30-Sep-16	CR05	J0094290	Newport S U	84N001	23-Sep-16	YTD	384.69	+		
2	582000	NS5030	55	23-Sep-16	CHS1	F0079099	Student Gc U	84N001	23-Sep-16	YTD	384.69	+		
3	582000	NS5030	55	21-Sep-16	CHS1	F0079090	Donation t U	84N001	21-Sep-16	YTD	15.37	+		

gokoutd

READY

## Account Codes

Which account code do I use for my payment?

Type	Account Code		
Advertising	714080		
All Other Services/Personnel	615090		
Clothing and Materials	714090		
Copy Machine Chargebacks	714070		
Dues and Subscriptions	714040		
Educ & Rec Equipment	714241		
Educ & Rec Supplies	714221	Fundraising Deposits	582000
Food	714292	All Other Deposits	581000
Fundraising Expenses	714296		
Household, Laundry & Cleaning Supp	714110		
In State Travel	714290		
Miscellaneous Operations	714284		
Office Expenses	714030		
Out of State Travel	716000		
Postage	714010		
Printing and Binding	714060		

**NOTE:** Please refer to [www.ccri.edu/osl/forms](http://www.ccri.edu/osl/forms) for additional Financial forms