



Agency Financial Procedures

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Office of Student Life

www.ccri.edu/osl

Office of the Controller

www.ccri.edu/controller



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CCRI Agency Financial Procedures Manual

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

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 advisors, 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 groups meet their fiscal responsibilities. As with any set of procedures, they cannot cover all possible scenarios.

Ethical Behavior and Conflicts of Interest

All student and employees 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 all College procedures and policies regarding finances and ethical behavior.
- Avoid the appearance or reality of financially benefitting from their position.
- Avoid the appearance or reality of allowing any individual or group with whom the individual has a direct or indirect personal or financial interest that may conflict with the proper discharge of the individual'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 group 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.

Conflict of interest is 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 group's advisor/coach as well as the Office of Student Life or Office of Athletics.

Administration and Responsibilities with Finances

Advisors of student groups or coaches of an athletic team have the primary responsibility for the activities and for its compliance with college regulations, including financial procedures. Please register all events and follow the email reply from the OSL. Students and employees (advisors 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 group advisors and 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 agency funded groups, answering questions regarding financial matters and will promptly process and pay authorized expenditures.

Student Affairs, through the Dean of Student's Office is responsible for ensuring that all student groups, in conjunction with Student Government:

- Are informed of their financial responsibilities and receive mandatory training necessary to complete their work.
- Have access to these financial agency financial procedures (www.ccri.edu/osl or www.ccri.edu/athletics).
- Are provided clarification on financial issues when requested.
- Have supplied the Controller's Office with current student group budgets and any additional controls applicable to specific student groups

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

Student group leaders must comply with applicable college financial procedures.

All student groups are responsible and must account for all monies fundraised on and off campus. Fundraising must be approved in advance by completing the Fundraising Planning form and Reconciliation form with a staff member.

Consequences for Fiscal Irresponsibility

Individuals found to be irresponsible in their custody or expenditure of agency 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 referred to the appropriate disciplinary body and may face criminal penalties, if appropriate.

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 advisor. 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 75 percent of the total expenses of tickets for musical, theater or cultural events related to the student groups purpose and/or mission (For groups, as stated in their constitution). The remainder may be paid by the individual members, out-of-pocket or through documented fundraising, prior to the purchase of tickets.
- 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) groups by only using documented fundraised money by the student group.
- Advertisements 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 group events 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.

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 area¹
- 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.
- Food/beverages for regular group meetings

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

Fundraising and Donations

All Student groups (84 accounts) are required to fundraise to help subsidize costs related to the operation of the group. This should be done once a semester. 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, only documented fundraised monies may be utilized, after expenses (*Please see next section.*) To send a donation, monies fundraised must be deposited into the group 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 group, 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.

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. Please be aware that your expenses must be less than what you fundraised. Only funds from net fundraising will be carried forward across fiscal years.

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).

All monies belonging to or accepted in the name of CCRI are to be deposited into a CCRI bank account within one business day 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 Banks

If a change fund or other funds are needed prior to the event, the advisor (of the student group) 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 allowed 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, and receive cash management training from the Office of Student Life. 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. Deposit slips must list numbers for each check deposited. Receipts may be given out for all purchases, if requested. All groups are required to **deposit all monies fundraised to the Bursar's Office no later than one-business day after the event. If you are not able to make the deposit, please email studentlife@ccri.edu with the location of the amount and location of the money so that we will have this until the deposit is made.** The Bursar's Office requires that all coins be rolled, unless there aren't sufficient coins to wrap. A reconciliation form must be completed. Please remember the deposit codes fundraising is 582000 and all other deposits is 581000.

Failure to follow the agency financial 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.

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 (for Athletic teams) 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 Procedures

Purchases of Goods and Services

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 should utilize and review the Master Price Agreements (MPA's) already set forth by the State of Rhode Island and/or CCRI. The purchasing manual and information on MPA's can be found on the CCRI website (<http://www.ccri.edu/businessaffairs/businessoffice/purchasing/>). 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). All purchases must be added to the group or team's inventory forms.

To comply with standard college procurement procedures, the following must be followed:

The CCRI Purchasing Department should be used to procure required goods and services to ensure the most competitive prices:

- For pre-approved purchases up to \$5000 the CCRI Purchasing Department can bid in-house
- For pre-approved purchases for \$5000 or more, RI State Purchasing will process bid requests

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 is strongly encouraged.
- For pre-approved purchases of \$500 or more, a minimum of three written bids are required. Please know you cannot split the purchase to avoid this requirement

Any activity or service that requires a contract that includes an outside vendor (any company or individual who is not a CCRI employee) must have the approval of; the respective group officer (groups only), and group advisor/team administrator, and the Office of Student Life/Office of Athletics. In some cases, prior approval may require review by the college's attorney and all contracts must be signed and approved by the Controller. All outside vendors will be required to furnish current W-9 forms prior to payment and insurance forms as necessary. In addition, the bids/bid requests must be attached to the purchase order or payment order form.

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 from the Office of Student Life.

When the lowest bidder is not selected, documentation must thoroughly explain why the lowest bidder was not chosen. Before processing payment for goods or services, the Office of Student Life (for student groups) or the Office of Athletics (for athletic teams) must approve this exception. All agency payment forms should indicate the appropriate bidding process has been followed and the documentation is on file.

ATTENTION: No student group, or team advisor, 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.

Pre-approval of purchases must be authorized by the respective student group officer and advisor or team administrator as part of the planning process. All purchases and processing for payments should be completed no later than May 30.

Payment Priority

1. Purchase Order – an agreement between the college and a vendor that payment will be provided after a services or good has been delivered
2. Payment Order - instructs the college to submit a payment (check) to a third party
3. Payment with college credit card – a credit card paid by the college held by the Office of Student Life and Office of Athletics.
4. Reimbursement to an individual with pre-approval – paying back an individual for purchases they incurred with their own money, but must be pre-approved.

All forms for payments must be completed in full by the requestor as noted below:

- The proper Banner fund number and Banner account code must be included.
- 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 group officer (treasurer) and advisor (for student groups only) or team coach and team administrator (for athletic teams).
- Original receipts and invoices (no statements) must be attached. Submit three bids if over \$500.
- W-9 form from the vendor.

Purchase Orders

When a vendor has been chosen, call and ask if they take purchase orders. If they do, a Purchase Order Requisition Form must be completed. **All purchase order requisitions must have the appropriate original supporting documentation attached** (see above). Purchase order requisition forms should be submitted one week in advance for purchases under \$500 and at least 3 weeks in advance of purchases over \$500.

Payment Orders

Payment orders should be submitted only if a vendor does not take purchase orders. A Payment Order Form must be completed. **All payment orders must have the appropriate original supporting documentation attached** (see above). Expenditures should be submitted within one week but no later than thirty days of purchase in order to receive approval. Any expenditure submitted after 30 days must have documentation of why it was submitted late and then approved by Associate Dean of Student Life prior to submission. With proper planning, payments can be processed in a timely manner.

Payment with College Credit Card

All credit card purchases must be made with the college credit card held by the Office of Student Life or Office of Athletics. To obtain a good or service through a credit card purchase, a payment order must be completed. Make sure to check the credit card box at the top and put OSL Dean or Athletic Director name next to it. **All payment orders for credit cards must have the appropriate original supporting documentation attached** (see above). With proper planning, credit card payments can be processed quickly.

Reimbursement to an Individual with Pre-Approval

Reimbursements to an individual are not guaranteed and must be authorized by the Office of Student Life or Office of Athletics for a set amount prior to the purchase. If an individual purchases goods or services using their own money, they must attach a detailed copy of the receipt and completed W-9 form to the payment order. To process the reimbursement, the individual must complete a payment order form under “Vendor Name:” they should put their own name and address. **All payment orders for reimbursement must have the appropriate original supporting documentation attached** (see above). With proper planning, reimbursements can be processed in a timely manner.

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 (85 accounts) and Student Government (84 accounts). 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 advisor 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 group treasurer or group designee during the year, the most up to date inventory form should be provided (by the group 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.

Food Purchases

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:

- I. Student Groups register the event, then can meet with an Office of Student Life Program Assistant to plan the event.

2. An 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 the order 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 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

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 groups) 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 Travel 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 must be paid in advance of travel and no travel will be booked until 25% student contribution is paid in full. 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. Please note that there is no per diem for trips that don't have an overnight stay. In-state travel requests must be submitted to the Controller's Office **45 days 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
- Travel agreement-only required if students are paying 25% of the cost out-of-pocket

An agency account may cover up to 75 percent of planned 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, non-agency donations or out-of-pocket expenses. Travel costs must be paid in advance of travel and no travel will be booked until 25% commitment is paid in full. There is no requirement for events that cost under \$49.

A chaperone (the group's advisor 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 advisors 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 groups) 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 **to the Controller's Office 45 days in advance**.

Student groups must submit proper documentation to the Controller's Office. 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 for overnight trips

An agency account may cover up to 75 percent of planned 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. **Travel costs will be paid in advance of travel and no travel will be booked until 25% is paid in full.**

A chaperone (the group's advisor 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). Groups should 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
- Travel agreement

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 **45 days 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 diem 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 planned 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.

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.

Advisor Expenses

When an advisor 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. Limit of one advisor per trip unless exception is made by the Dean.

Per college policy, employees serving as advisors 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 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 advisors 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.

NOTE: A Data Access Authorization Request Form should be filled out prior and submitted to the Office of Student Life to access Student Agency Club/Program accounts. The form may be found on line at <http://www.ccri.edu/it/forms/access.html>.

ACCESSING BANNER:

Go to 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.

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 Gov't	YTD	384.69 +
582000	NS5030	55	23-SEP-2016	CHS1	F0079099	Student Gov. NCC Fun	YTD	384.69 +
582000	NS5030	55	21-SEP-2016	CHS1	F0079090	Donation to Newport ST	YTD	15.37 +
							Total:	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 Fiscal Year Index Fund Organization Account Program Activity Location Period Commit Type

C 17 84N001 NS5030 582000 55 Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
582000	NS5030	55	30-SEP-2016	CR05	J0094290	Newport Student Gov't	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	+

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 for additional financial forms