

FINANCE PROCEDURE MANUAL	TITLE: Foundation Funded Employee Travel	
	NUMBER: FIN-GRF-003	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: 2/12/2013

➤ **Purpose:**

To document the required steps for employees who are traveling for Foundation business.

➤ **Definitions:**

Agency Funds (Fund 6): This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs and temporary revenue/expenditure accounts which serve as clearing accounts for the college.

Request for Leave Form (BA-816): Document required whenever an employee travels for College business. This form can be ordered from the [college stores inventory](#).

Request for Pre-Payment of Registration Fee, Travel Ticket Request, and/or Vehicle Rental (ABA-1): Document to be completed when requesting prepayment of expenses such as registration, travel tickets, and/or vehicle rentals. This form can be ordered from the [college stores inventory](#).

Request for Reimbursement of Traveling Expenses (BA-815): Document to be completed at the conclusion of travel which details all expenses and identifies any payments due to the employee or to the College. This form can be ordered from the [college stores inventory](#).

➤ **Responsibility:**

Employee: Responsible for the completion and submission of the Request for Leave, Request for Pre-Payment, and Foundation Check Request to reimburse the college.

Foundation: Responsible for pre approving all Foundation funded travel and processing reimbursements. The Manager Grants and Restricted Accounting (MGRA) / Foundation Accounting Specialist (FAS) also approves/rejects all travel requests based on the availability of funds and purpose of the travel.

Travel Agency: The College contracts with a preferred travel agent for maximum savings, convenience and efficiency.

Travel Office: Responsible for monitoring all travel related expenses and advising on procedures. The Travel Office also pays monthly grouped charges to airlines and car rental agencies.

➤ **Procedure Details:**

1. Foundation Travel arrangements follow standard College procedures, including the steps below. The requesting department will:
 - Submit approved Request for Leave Form (BA-816) to Travel Office.
 - Use org# 696000000-96001-90 instead of the regular Fund 1 account.
 - Enter the phrase “FDN REIMB” in the description section to inform the authorizers that the expenditure is to be reimbursed by the Foundation.
 - E-mail the Foundation Accounting Specialist (**FAS**) the purpose and details of the trip and the Foundation Fund from which the reimbursement is to be made.
2. Travel office will estimate the cost of the travel and inform the FAS of the estimated expenses.
3. The FAS will ascertain availability of Foundation funds to cover the expenditure and approve/reject the travel request.
4. Upon completion of the trip the employee/requesting department will submit completed travel reimbursement form to Travel Office.
5. On receipt of Travel Office approval, employee/requesting department will create a Foundation check request payable to Palm Beach State College to reimburse the Fund 6 account and forward the same to the FAS. Copy of the approved travel reimbursement form must be attached to the check request as supporting documentation. The employee is responsible to ensure this step is executed promptly after the travel is finalized. The employee will be held responsible for any uncleared Fund 6 balances more than 4 weeks old after the completion of the trip.
6. On receipt of the check request the Foundation Accounting Specialist will obtain necessary approval and cut a check to reimburse the Fund 6 account. The FAS will also send the department a receipt from the cashier's office verifying that the funds were deposited in Fund 6 to offset the expenses.

7. The FAS will reconcile the Fund 6 account monthly to identify outstanding reimbursements.

➤ **References:**

Accounting Manual for Florida's College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf

Florida Statutes: Chapter 112.061

<http://www.flsenate.gov/Statutes>

Florida Statutes: Chapter 1001.64

<http://www.flsenate.gov/Statutes>

College Board Policies:

6Hx-18-4.331

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.331.pdf>

Employee Travel Procedure:

[FIN-ACP-005](#)

Request for Leave Form (BA-816):

<http://www.palmbeachstate.edu/purchasing/stores-inventory-and-price-list.aspx>

Request for Pre-Payment of Registration Fee, Travel Ticket Request, and/or Vehicle Rental (ABA-1):

<http://www.palmbeachstate.edu/purchasing/stores-inventory-and-price-list.aspx>

Request for Reimbursement of Traveling Expenses (BA-815):

<http://www.palmbeachstate.edu/purchasing/stores-inventory-and-price-list.aspx>