

Southeastern Oklahoma State University  
**STUDENT GROUP TRAVEL PCARD REQUEST FORM**

**PART 1: TO BE COMPLETED AND SUBMITTED PRIOR TO TRIP TO REQUEST A STUDENT GROUP TRAVEL PCARD WHICH IS TO BE USED FOR APPROVED STUDENT AND COACH/SPONSOR EXPENSES ONLY**

Date \_\_\_\_\_  
 Group Name \_\_\_\_\_  
 GL Account No \_\_\_\_\_  
 Event \_\_\_\_\_  
 Destination \_\_\_\_\_  
 Travel Date \_\_\_\_\_ Return \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone Extension \_\_\_\_\_

Meals \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
 # in group # of meals \$ per meal Total

Lodging \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
 # of rooms rate # of nights Total

Transportation \$ \_\_\_\_\_

Other Expense \$ \_\_\_\_\_

Total Estimated Expenses \$ \_\_\_\_\_

Coach/Sponsor – Card User \_\_\_\_\_ Date \_\_\_\_\_

Budget Director/Card Manager \_\_\_\_\_ Date \_\_\_\_\_

STUDENT TRAVEL CARD # ISSUED \_\_\_\_\_

**PART 2: TO BE COMPLETED UPON RETURNING FROM TRIP – PCARD IS TO BE TURNED IN TO CARDHOLDER IMMEDIATELY UPON RETURN FROM TRIP – SUBMIT ORIGINAL FORM WITH RECONCILIATION WITHIN 2 BUSINESS DAYS TO CARDHOLDER**

**RECONCILIATION**

continuation on page 3

VENDOR PCARD EXPENSES	Meals	Lodging	Fuel Charges	Other Charges	TOTAL
Reconciliation Subtotal from pg 3					
<b>RECONCILIATION TOTAL</b>					
State Object Code	2212	2212	3429	2212	

**COACH/SPONSOR REIMBURSEMENT FOR OUT OF POCKET EXPENSES:**

VENDOR	Tolls	Parking	Other	TOTAL
<b>TOTAL COACH/SPONSOR REIMBURSEMENT</b>				
State Object Code	6113	6113	6113	6113

Coach/Sponsor \_\_\_\_\_ Card Manager \_\_\_\_\_ Cardholder \_\_\_\_\_



## RECONCILIATION CONTINUATION

VENDOR PCARD EXPENSES	Meals	Lodging	Fuel Charges	Other Charges	TOTAL
<b>Reconciliation Subtotal</b> <small>(enter subtotals on pg 1)</small>					
<b>State Object Code</b>	<b>2212</b>	<b>2212</b>	<b>3429</b>	<b>2212</b>	

## STUDENT GROUP TRAVEL PCARD POLICIES AND PROCEDURES

Student group travel PCards are authorized for student group travel only. In order to obtain a PCard for student group travel, it is necessary to check out a Student Group Travel PCard from Cardholder. Expenses authorized on the PCard are restricted to student meals, lodging, onsite registration, admission, transportation and certain miscellaneous expenses. **Coach/Sponsor meals and lodging are authorized expenses only when accompanying students who are participating in authorized student group activity travel.** Coach/Sponsor must stay at the same hotel and eat at the same restaurant with the students in a coach/sponsor role to be considered an authorized expense.

**Violations of this policy may result in action from suspension of the PCard, to “counseling report” attached to personnel file to loss of job and/or criminal prosecution.**

1. Coach/Sponsor must complete Part 1 of the **Student Group Travel PCard Request Form**. Coach/Sponsor will estimate expenses for the trip, sign and date the form and obtain the signature of the Budget Director (Card Manager). Coach/Sponsor will submit the form to the Cardholder.
2. The approval signatures signify approval of funding and expenditures for the trip.
3. Cardholder will review estimated costs to ensure there is adequate budget to cover the trip. The Cardholder will review the form to ensure approval has been obtained.
4. If budget is sufficient, the Cardholder is allowed to sign out the PCard to the Coach/Sponsor once approval and budget have been verified. Coach/Sponsor will sign the log transferring responsibility from the Cardholder to the Card User.
5. **Coach/Sponsor MUST keep all itemized receipts of expenditure** to be turned in with trip reconciliation. MUST ensure NO TAX is charged on receipt – take care of receipt problems at time of payment.
6. No personal items are to be charged to the Student Group Travel PCard.
7. **It is the Coach/Sponsor’s responsibility to stay within budget for the student group travel.** If the pre-approved budget for the trip is exceeded, the coach/sponsor bears the responsibility of the amount that exceeds the approved request and must reimburse SE.
8. Upon returning – PCard(s) are to be turned in to the Cardholder immediately upon returning from trip.
9. Upon returning – Student Group Travel PCard Request Form Reconciliation is to be turned in to the Cardholder within 2 business days upon returning from the trip.
10. The Coach/Sponsor is responsible to reconcile the Student Travel PCard Request Form - attach all original receipts, roster of who attended the event and appropriate brochures.

11. Reconciliation to be completed by Coach/Sponsor will consist of:
  - a. Original completed / signed Student Group Travel PCard Request Form
  - b. All original receipts attached in the order listed in Part 2 under 'Vendor Paid Expenses'
  - c. Verify NO TAX charged on receipt – which should have been verified at time of purchase - if tax charged coach/sponsor is responsible to reimburse SE for unauthorized expense
  - d. Roster to include the names of the students and coach/sponsors with signatures who actually participated must be attached to the reconciliation
  - e. Coach/Sponsor must sign on bottom of page 1 approving all charges listed on the reconciliation were for the sole purpose of the student group travel trip and authorized expenses
  - f. Coach/Sponsor responsible to turn in reconciliation with 2 business day upon returning from trip
  
12. The Cardholder will review the reconciliation and attached documents
  - a. Check transactions for accuracy and compliance
  - b. Check receipt(s) for tax – if tax charged except for areas where SE is not exempt (call purchasing office if unsure)
  - c. Review receipt to ensure expense is authorized and in agreement with the number of students coach/sponsors listed on the roster
  - d. Verify that all trip transaction original receipts are attached to the Student Group Travel PCard Request Form in order listed in Part 2 under 'Vendor Paid Expenses'
  - e. Code each transaction in PaymentNet with appropriate department number/expense code(s) and state object code(s)
  - f. If more than 1 state object code and/or department number/expense code the Cardholder is to write the state object code(s) and/or department number/expense code on the receipt
  - g. Forward to Card Manager for review and approval
  - h. Verify all approval signatures – Coach/Sponsor, Card Manager and Cardholder are required signatures on the bottom of page 1 verifying reconciliation has been reviewed and approved
  - i. Verify sufficient budget to cover the expenses prior to sending the reconciliation to the Office of Finance with the monthly Statement reconciliation
  
13. Reimbursing a Coach/Sponsor for out of pocket expenses:
  - a. Complete the 'Coach/Sponsor Reimbursement for Out of Pocket Expenses' section of the form on page 1
  - b. Attach original receipts for out of pocket expenses to a copy of the form with all signatures
  - c. If no receipt is available complete the Missing PCard Receipt Form, Coach/Sponsor sign and date then forward to Card Manager for approval. Attach 'Missing PCard Receipt Form' to copy of the form requesting coach/sponsor reimbursement for out of pocket expenses
  - d. The copy of the Student Travel PCard Request Form requesting reimbursement for out of pocket expenses must be signed by the Card Manager (Budget Director)
  - e. The copy with approved signatures and original receipts must be presented to the Business Office located in Hallie McKinney Hall for reimbursement.
  
14. All reconciliations for the month must be attached to the Statement printed by the Cardholder on the 1<sup>st</sup> of every month. Cardholder will review the statement for accuracy on each transaction and sign / date then forward to the Budget Director/Card Manager for review, approval and signature / date. Statement and Student Group Travel PCard Request Form (Reconciliation) with all original receipts attached in order listed are due in the Office of Finance, A208, on or before the 5<sup>th</sup> calendar day of the month by 4:00 p.m.