



Accounting Department

Off-Campus Travel Supplementary Budget Information

Revised April 14, 2012 & June 13, 2012

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**Trip organizers must follow the *Off-Campus Travel Guidelines* and include the below items with the *Budget Checklist***

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1. Faculty/Staff Member with Primary Budget Responsibility: \_\_\_\_\_

2. Faculty/Staff Member with Secondary Budget Responsibility: \_\_\_\_\_

3. Course(s) and Course Number(s) Associated with this Trip: \_\_\_\_\_

4. What method(s) will be utilized to secure trip funds that will be used on the trip? \_\_\_\_\_

5. While on the trip, what amount (if any) will you make available to students out of excess funds (trip revenue exceeds actual trip expenses) and what will be the method of distribution of these funds? (Please refer to *OCS Financial Guidelines* for a discussion of excess funds.) \_\_\_\_\_

6. Under what circumstances and in what amounts will students be responsible for receiving trip funds for items such as lodging and travel costs (other than meal per diems and incidental expenses)? \_\_\_\_\_

7. Under what circumstances and in what amounts will students be responsible for receiving and handling trip funds for meal per diems and incidental expenses? \_\_\_\_\_

8. What financial benefits (if any) will be received by trip organizers, leaders, or chaperones (i.e. travel commissions, free travel, fees, etc.)? \_\_\_\_\_

9. What expenditures of trip funds are planned before/after the trip dates (other than prepayment of trip expenses)? \_\_\_\_\_