



Off-Campus Travel Financial Guidelines

Accounting Department

(Revised April 14, 2012 & June 15, 2012)

Preamble

To provide guidance to trip organizers for Off-Campus Travel, the following guidelines have been developed. Trip organizers have an obligation to MVNU to conduct the financial affairs of the trip in ways that respect the financial needs of the participants, adhere to MVNU financial policies, and honor Christ.

Principles

- The budget checklist that is submitted for consideration and approval will include all aspects of trip finances. Any trip funds spent or distributed **before, during** and **after** the trip will be executed according to the trip budget.
- Excess funds that result because trip expenses were lower than projected are to be returned for application to the students' accounts. These funds must not be distributed to the students on site, unless that process has been approved as part of the trip budget.
- In the spending/distribution of trip funds, all applicable accounting policies and procedures are in effect. Funds may only be spent for **reasonable** and **legitimate** trip expenditures.
- Receipts are to be obtained for all funds spent. If receipts cannot be obtained, a contemporaneous record must be kept for the undocumented trip expenditures.
- It is presumed that trip revenues are comprised of tuition & fees only. Any other sources must be approved by the Accounting Department.
- If cash is to be distributed to students for meals or other expenditures during the trip, this must be disclosed on the Supplementary Budget Information form. The process for distributing these funds must also be described.
- Any financial benefits received by trip organizers, leaders or chaperones will be disclosed on the Supplementary Budget Information form.
- In accordance with the Off-Campus Travel Policy, the trip budget is required to be included with the proposal submitted to the VPAA/SLT member.
- These guidelines will be reviewed, as needed.