

Field Trip s Steps to Rebate Meal Plan Funds

There are several units acrosscampus that use the Field Trip process:

- X Outdoor Education/ORC field trips student led trips
- Academic Department field trips primarily the natural sciencesareas Servicefield trips – done through the Center For Serviceand Learning Overseas field trips – Short in duration, not block length
- X Athletics field trips thesetend to be awaygames

Who cannot use the Field Trip procedures:

- X Students going on personally organized trips not under the auspices or supervision of a college affiliated department.
- X Any class intending to use meal plan funds whose duration is three days or less.

There are several ways that Field Trip student meals are paid for. This tends to vary according to which department is taking the trip.

\$ Trip leader prepays vendor, or pays for food him or herself during the trip.
<u>Immediately after the trip – Please submit a & RQFXU UHTXHVW IRU UHLPEXUVHPHQW ZLV</u>
receipt and the Field Trip Sign-Up Sheet WR EH XVHG DV WK¾ 7LL®Đ`À •\^', -€À î¾ À

Trip Leader takes a cash advance (7I 0 Twmhd (er)Tjj 0 Tc -0.283mhd (er) h Trip LeadTrip \$20.00cac -0.324 Tw0 Tsh0.01w T*I

X Determine how many students are going on the trip. Of those, determine who has meal plan Tiger Bucks or is willing to be charged Gold Card + dollars or have their Student Account charged. Attain the student's signatures on the Field Trip Sign-Up Sheet authorizing a charge. According to Bon Appetite – Meal Plans this year are refunding at a maximum of \$20.00 per day.



www.coloradocollege.edu

Notes:

- X In caseswhere Professorstake classesoff campus, we do allow more than one cash advanceto be taken at atime. In this instance the Professor would take one for the Meal Plan rebate provided the trip is longer than three days, and another for his or her per diem if that is what they'd like to do. For details on how per diem's work please refer to the following link.
- X Students who are not on a mealplan may elect to contribute up to \$20 per day toward the cost of meal. This amount will be charged against either their Gold Card+ or their Student Account. Students not on meal plans who wish to make other arrangements for their meal expenses should notify the professor of their intentions, and should not be included in the amount requested for this cash advance.

FORMS APPENDED

The first is the Student Receipt Sheet

X You'll use this option if you are simply choosing to hand the students the cash. Turn this form in to clear the cash advance.

The second is the Gold Card "Field Trip Signup Sheet"

X This sheet authorizes us to charge their gold card account or their student account. You can turn this in either before the trip or after the trip, whichever is easiest for you. We will need this form before we can charge the Gold Card and do the credit to your department.

If you have any questions regarding this process, please contact - HQ . HHIHU at x

(SeeForms

Turn this form in to clear the cash advance if you chooseto

Instructor/Coach Signature:

Turn this form in with the original cash advance request or with the reimbursement request if the trip has already been taken or prepaid.

FIELD TRIP SIGN-UP SHEET

Class or Group:

Professor or Leader:

Department:

Departure Days:

Trip Duration (Days):

By signing below, you authorize the Gold Card Office to deduct not more than twenty Tiger Bucks (20 TBx) from your meal plan per day, which will be transferred into an aggregate sum, either Cash or Check, and issued to the above Professor or Leader in advance of the trip or in reimbursement. The purpose of the funds is to use them to pay for your meals while on the field trip. Meals purchased for the trip in advance of the trip will have to be paid for even if you do not attend.

If you are not on a meal plan, your signature grants the Gold Card Office permission to post a charge against your Gold Card Plus dollars or Student Account for the same purpose.

1

Pleaseprint legibly below.

 <u> </u>							 			
	•		. •							
	. ,									۰.
	· .									
	· .									
								•		
		£	5		• .					
					ļ					
			• .							
					· .					
 an and some deal and share that the set with a set of a set of				Calmar School allow I allow I don't desire allow I allow		t dan 1 dana dang dan pant dan sati dan s			ta alah Alama Tahu Calas Calada alam Jahu Tahu Kalama	al danh karik silan i danh karar silan i danh dalah da
 		<u> </u>								
				-						
 	E I		1				 ł			

www.coloradocollege.edu

,