



Office of Finance & Administration
(719) 389-6782

Field Trips Steps to Rebate Meal Plan Funds

There are several units across campus that use the Field Trip process:

- X Outdoor Education/ORC field trips – student led trips
- X Academic Department field trips – primarily the natural sciences areas Service field trips – done through the Center For Service and Learning Overseas field trips – Short in duration, not block length
- X Athletics field trips – these tend to be away games

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.

Immediately after the trip – Please submit a receipt and the Field Trip Sign-Up Sheet

Trip Leader takes a cash advance
\$20.00 per day

- 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.



Notes:

- X In cases where Professors take classes off campus, we do allow more than one cash advance to be taken at a time. 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 meal plan 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 . H H I H U at x .

(See Forms

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

