

## 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. (these classes must use the Bon Appetite Pack out option detailed on Bon Appetite's website)

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 [Check Requisition For P](#) With the receipt and the Field Trip Sign-Up Sheet to Karen Tassey in the Con[...]. If a cash advance (requested on a check requisition write on your form that this is a field trip cash advance)

1. The trip leader calculates how much is needed and requests the cash advance ten days in front of the trip. To do this:

- X Determine how many students are



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 prefer to do. For details on how per diem works 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.

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Turn this form in to clear the cash advance if you choose to sign over the cash to the students.

COLORADO COLLEGE  
STUDENT RECEIPT SHEET

Sample Form for distributing cash to students in lieu of group meals. Original signatures required, please do not submit photocopies. This form \*is\* considered to be the receipt ±no further receipts required. There is a maximum of \$25.00 per day per student

