

Interterm and Summer Trip Finance Guidelines

- Prescreen students and send paperwork to Student Accounts authorizing students to make deposits. This will help to prevent students from assuming they are clear to join the trip and make deposits before the department has approved their participation.
- Students should receive a schedule of amounts due and payment in full should be completed before the trip.
- The department should contact the Accounting department to determine the available general ledger program account number to track all income and expenditures for the trip.
- All deposits should be coded with the assigned program code (i.e., Summer Trip – 25XXXX01) and the object code of 4905. (**Example 25XXXX01-4905.**)
- Expenditures should be made with a check request or purchase requisition whenever possible on expenses that are determinable in advance. Those expenses should be coded to the appropriate general ledger account number. (Example, **travel expenses would be 25XXXX01-6303; lodging - 25XXXX01-6304; meals - 25XXXX01-6305.**)
- There cannot be overrun expenditures creating a deficit. Any potential overruns will be charged to the departmental budget or expenses may be denied.
- The most commonly used expense codes would be:
 - 6303 – travel
 - 6304 – lodging
 - 6305 - meals
 - 6302 – seminar
 - 6214 – contracted services
- For information regarding policies for travel and cash advances, check the ULV website at www.ulv.edu/finance.
- Payments to individuals must be made by check request. Any payments to an individual that are on an expense report reimbursement request form will be denied. These are due to Internal Revenue Service regulations.
- Cash advances should be carefully tracked and all receipts turned in with an expense report within fifteen days of the final expenditure. Any excess funds should be returned to Student Accounts and a copy of the receipt attached with the expense report.
- All University policies regarding expenditures govern any University sanctioned trip.