



628 POLICY – Student Travel Related Expenses

628.1 Statement of Policy

In the absence of a statute governing payment of travel expenses for student athletes and other organized student activities, Redlands Community College will pay travel expenses for student athletes and other students participating in organized student activities according to the guidelines published in the Procedures section of the Policies and Procedures Manual.

Adopted November 2018



628 PROCEDURE – Student Travel Related Expenses

628.1:1 Allowable Student Activity/Athletic Travel Expenses

A student's meal cost, room cost, or any other travel-related cost may be paid from student activity accounts, on an actual-cost basis only. Detailed receipts and a legible list of all eligible students who accompanied the organized student activity/team must be obtained for meal expenses.

Coaches and Sponsors of organized student activities/athletics can have their meals and lodging paid for from student activity accounts when in official travel status with their respective organizations/teams. This procedure will eliminate the need for these individuals to file for reimbursement of lodging and meals. Coaches and Sponsors of organized student activities/athletics MAY NOT include their meals in an activity advance for home games.

628.1:2 Advancement of Funds

An advance of funds may be given to an official sponsor who will be responsible for the students who will be traveling. The advance must be requested by and signed for by the official sponsor. Advances for athletics travel must be approved by the Athletics Director. The advance will be given only from the appropriate fund for the payment of student-related travel expenses. Receipts shall be obtained for all expenses, and any excess funds over and above the amount of the receipts shall be re-deposited into the account from which the funds were disbursed.

628.1:3 Exception of Funds

This procedure applies only to those funds that were not obtained directly or indirectly from Redlands Community College, except Student Activities Fees which have been appropriated to Athletics and other Student Activities.



628.1:4 Report of Expenses

A report of expenses incurred during the trip must be prepared by the sponsor and submitted to the Business Office within two business days after the completion of the trip. Excess funds and receipts shall be returned to the Business Office along with the expense report. A trip sponsor may have only one outstanding advance at a time. Completion of expense reports and reconciliation of funds shall be required before additional funds are advanced. The RCC Business Office shall develop and maintain the necessary forms and accountability and control procedures for processing the requests for advanced trip funds and the reports of trip expenses which are prepared upon completion of the trips.

Adopted November 2018