MEAL MONEY FOR STUDENT TRAVEL

1. PURPOSE

The purpose of this Memorandum is to set forth the policy related to providing meal money for student travel.

2. REFERENCE


3. POLICY

A. Students will be furnished meal money when traveling on approved trips. All students are to be provided meal money at the rates established. Departments are not authorized to deviate from the prescribed rates. Arrangements may be made with Dining Services to provide box lunches for up to two meals, if appropriate, to decrease the costs of the meal allowance for the initial 24-hour period. The reimbursement will total $20 a day and will be computed based on the following missed meals:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$5</td>
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<tr>
<td>Lunch</td>
<td>$6</td>
</tr>
<tr>
<td>Dinner</td>
<td>$9</td>
</tr>
</tbody>
</table>

B. Citadel faculty and staff traveling with student groups may make a decision to receive the same amount as the students and receive their meal money in advance, as part of the student process, or they may elect to file a Travel Reimbursement after the trip and claim the rates applicable to state employees.

C. It is the responsibility of the sponsoring department to compute the amount of meal money to be provided to each student in accordance with the guidelines noted above. The total to be
distributed to each student will be noted on the Student Meal Money Receipt Form (Annex A).

A Petty Cash/Reimbursement Form (Annex B or http://www.citadel.edu/fins/PettyCash.html) must be completed and presented to the Treasurer’s Office five (5) days prior to the trip, if over $1000 and three (3) days prior for all other requests. The sponsoring department may pick up the cash on the day before the trip if the trip is on a weekend or will begin prior to the opening of the Treasurer’s Office.

Meal money should be completely distributed and each student is required to sign for the receipt of the money. The signed Student Meal Money Receipt Form and any undistributed cash is required to be turned in to the Treasurer’s Office within 72 hours of returning from the trip.

D. REQUIRED FORMS:

Student Meal Money Receipt Form (Annex A): documents how much each student is to receive and to document that each student received that amount.

Petty Cash/Reimbursement Form (Annex B or http://www.citadel.edu/fins/pcform.pdf): proper authorization and account to be the source of the funds.

4. COMPLIANCE

Failure to comply with this policy may result in disciplinary action.

5. NOTES

A. Dates of official enactment and amendments:

Approved by the Director of Citadel Staff on 3 August 2009

B. Responsible Department:

Office of the Treasurer

C. Responsible Official:

Treasurer

D. Cross References
Memorandum No. 10, dated 12 July 2002, is rescinded.

6. **RESCISSION**

Memorandum No. 3, dated 18 June 2004, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, USA, Retired
Director of The Citadel Staff

Attachment
Annex A, Student Meal Money Receipt Form
Annex B, The Citadel Petty Cash/Reimbursement Request
STUDENT MEAL MONEY RECEIPT FORM

FUNCTION OR EVENT: _________________________________________________

DEPARTURE DATE: ________________ RETURN DATE: ________________

RESPONSIBLE PARTY: ________________________________________________

CAMPUS MAILING ADDRESS: ____________________ PHONE #: ____________

ADVISOR: ______________________________ PHONE #: ________________

My signature below is verification that I received $________________ to cover meals for the above-mentioned function.

SIGNATURE                                      CIT NUMBER

___________________________________________  _______________________
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(ANNEX A)
PETTY CASH/REIMBURSEMENT REQUEST

INVOICE NUMBER _______________________________

Department: ________________________________ Department Fund: __________

Amount Requested: $ ______________________ Date Required: _____________

Purpose: __________________________________________________________________

Denomination of bills: __________________________________________________________________

Individual to receive petty cash: __________________________________________________________________

Requisitioner: _____________________________ Approval: _________________

Date: _______________________________

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FOR TREASURER’S OFFICE USE

Date: __________________________

Amount Disbursed: $ ______________ Received by: ________________________________

Total Receipts: $ ________________

Cash Returned: $ ______________ Received by: ________________________________

Additional Cash Disbursed: $ ______________

Received by: __________________ Date: _______________________________

Total Disbursed: $ ______________ Account Charged: _______________________

(ANNEX B)