

Travel procedures for field trips.

No travel expenses should be made or paid for prior to your TA being completely approved by the Travel office. Any purchases not in compliance with these procedures may become your personal responsibility and are not reimbursable.

Submit your TA in Concur **at least 3 weeks prior** to the actual trip.

Attach the following documentation, as applicable, to the TA:

- Quotes for transportation costs
- Webpage printout for admission costs
- Printout for food costs (for outside vendors) if not using per diem rates (note: food costs cannot exceed the per diem rates)
- Webpage printout for hotel costs (note: hotel cannot exceed the per diem rate for federal grants or research trips, any amount over the per diem rate becomes your personal responsibility)
- A numbered listing of the students and other chaperones/employees who will be in attendance (can be revised prior to the trip, if students are deleted or added, but the actual roster of students attending **MUST BE** accurate and on file in Concur the day before the trip)

After the trip you are required to submit an expense report in Concur and attach the following documentation for reimbursement to the Travel Office **within fifteen (15) business days** after your return:

- Supporting receipts for the expenses claimed
- Any credit owed to CCSU by vendor must be refunded via original method of payment, gift cards in lieu of payments are not acceptable.
- Signed rosters (please use the template provided) from students that they were in attendance, received admission, lodging, and/or received meal money or meal(s) as applicable to that trip.
- Hotel receipt must show a zero balance; receipts must be itemized showing the dates, room rate and applicable taxes; a list of names for those who occupy the rooms be attached to the receipt(s) if they are not shown on the receipt(s) itself. (Hotel health club fees, room service, in-room movies, honor bar, room damage, etc. will not be reimbursed)
- If the cash advance was more than the expenditure, you will need to return the excess funds, and a copy of the bursar receipt should be attached to the reimbursement form.
 - For Cash Advance Returns: please contact the travel office, for the completed "Department Deposit Form".
 - Please e-mail the deposit confirmation from the bursar to the travel office.
 - After the deposit is adjusted in the Concur System, submit the expense report on Concur.

NOTE: Certain trips require a certificate of insurance, if the trip cannot be insured by the university, the trip cannot happen (i.e., rope courses, water parks, etc.) Please complete a [Certificate of Insurance Request Form \(fillable\)](#) and submit to insurance@ccsu.edu. If there are any questions, please contact [Jon Martin](#) in Purchasing.

Assumption of Risk and Release / Chaperone Agreement Procedures:

1. Department to complete all fillable fields in the form(s) with the event/activity information.
2. Department provides the form(s) to all participants and/or chaperones to review, complete, and sign prior to the start date of the event/activity.
3. Once all forms are completed and signed, scan all forms **into one PDF file** and send the file to insurance@ccsu.edu five (5) business days before the start date of the event/activity.

Note: For efficiency purposes, only one PDF file submission shall be accepted per event/activity.

4. Department shall maintain original form(s) with the department's files as required per the [Records Retention](#) policy.
5. Fiscal Affairs / Risk Management will review the form(s) and securely store the file in Secure Apps (P drive).

Purchase Requisitions to acquire transportation services:

- Once approved by the Office of Post-Award Grants, Purchasing will then issue the Purchase Order to the vendor.

PURCHASE REQUISITION COMPLETION PROCEDURES	
Requisition Number	Not necessary, you can leave blank
Approved by (Budget Authority)	Leave Blank, Completed form will be routed through Adobe Fill and sign for your signature once purchase is approved
Requisition Total Dollar Value:	Total Dollar Amount of Requisition
Date of Request:	Date of Requisition
Department Charged	Please type in "n/a" for charges to a grant account.

Requested By:	Your Name
Telephone #:	Your Phone Number
Date Required:	Requested Delivery Date, enter the date that your trip is occurring on. If there is a critical need, please note so clearly on the form in the item description field.
Deliver to:	Department, Contact, Building and Room Number
Document Text:	Enter here any special notes regarding issues like special instructions, quote numbers, etc.
Contract Award Number:	ECS is Contract #CCSU19-90 & Post Road Stages is #CCSU25009
Does Price Include Delivery:	n/a
Item Number:	This reflects the number of line items listed on the req form (one line per bus trip/date, if multiple trips/dates.) The on-line form only has room for five line items per form. Please use additional copies or attached sheets for more than five bus trips and dates.
Quantity:	Type in "One"
Unit:	Type in "lot"
Description: Note that the font size in this section will automatically adjust to accommodate as much information as you wish to include.	Provide complete information: date(s) of trip, pick up location(s) and time(s), drop off location(s) and time(s).
	Attach the quote with the requisition.
Banner Index:	Banner Index to be charged, If using more than one Banner Index, type information below in the Account Distribution box.
Unit Price and Extension:	Cost per trip.
Total:	Total cost(s)

Vendor Information:	Price Quoted, Name, Address, City/State/Zip, Contacts Name, FEIN Number, Phone Number and FAX Number Please complete as much as possible. Type in all three vendors and the price quoted, for your price comparisons
Account Distribution:	Banner Index to be charged, up to four Indexes may be used in this section. The indexes can be split by percent or by amount. Use Account Subcode 705000 for In-State trips and Account Subcode 705100 for out-of-state trips.
Please Note:	Please allow 1-2 weeks for processing.
Forward the completed form along with any attachments and/or quote from the vender to the Post-Award Grants Office via e-mail as an attachment.	
<u>QUESTIONS??</u>	If there are any questions, on how to complete this form, please call Julie in Purchasing at x22535 or Sedina at x22537. If you have any questions about grant allowability, please call the Post-Award Grants Office at x22005

This is our contract bus company –

Post Road Stages
 FEIN:060727710
 Contract#CCSU25009
charters@postroadstages.com
 800-848-0223

These are other bus companies – These bus companies may be used only when Post Road Stages cannot accommodate the requested date. Supporting email documentation is required.

Autumn transportation
 FEIN: 205305775
charters@autumntransportation.com
 860-461-7913

Charter Up Bus Company
 FEIN: 920449549
Rebecca.dandrea@charterup.com
 855-920-2287

Dattco

FEIN: 060813381

stevem@dattco.com – Steve Menard

860-229-4878

Land Jet Inc

FEIN: 061088136

landjetbus@aol.com

800-9923231