

Student Activity Fee Financial Code

Fiscal Year 2009-2010

Georgia Perimeter College Division of Student Affairs
3251 Panthersville Road, Decatur, Georgia 30034
www.gpc.edu

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Table of Contents

100 Introduction	1
101 Mandatory Student Fees	1
102 Purpose and Scope	2
103 Definitions	3
104 Authority	4
105 Responsibility of all Funded Entities	5
106 Income and Collections	5
107 SAF Unallocated Account	6
108 Allocation of SAF College-Wide	6
109 Allocation of SAF Campus-Wide	7
110 Campus Special Funding Request Process	7
111 Funding Eligibility	7
112 Budget Request Preparation	8
113 Student Activity Fee Budget Process Timeline College-Wide	8
114 Student Activity Fee Budget Process Timeline Campus-Wide	9
115 External Revenue	10
116 Campus Regulations	11
117 Travel	12
118 Personnel Policies	13
119 Salaried Positions	13
120 Violations of the Financial Codes and Misuse of Funds	13
121 Freezing of Funds	14
122 Probation	14
GPC Statement of Understanding	15
APPENDIX	16
GA Certificate of Exemption	17
Open Purchase Order Procedure (OPO)	19
Purchase Order Corrections	22
Inter-club Council (ICC) Travel Proposal Form	23
Travel Regulations Summary	24
Travel Info 7.1	27
Travel Info 7.2	38
Travel Expense Statement	41
Special Request Allocation Form	43
Student Clubs & Organization Deposit Form ID# 909300000	45

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STUDENT ACTIVITY FEE FINANCIAL CODE

100. INTRODUCTION

This section covers specific topics under the auspices of the Student Activity Fees. The Georgia Perimeter College Student Activity Fee Financial Codes are designed to provide guidance in the form of procedural directives that will be used for clarification, establishment of operational procedures and internal compliance.

Topics in this section include:

- Mandatory Student Fees
- Authority
- Definitions
- Responsibilities of Funded Entities
- Income/Collections
- Unallocated Student Activity Fee Accounts
- Allocation of Student Activity Fees
- Funding Eligibility
- Budget Request Preparation
- Student Activity Fee Budget Process (College & Campus)
- Special Request Process
- External Revenue
- Internal Regulations
- Violation of the Financial Codes and Misuse of Funds
- Freezing of Funds
- Travel
- Personnel Policies
- Salary Positions
- Probation

101. MANDATORY STUDENT FEES (Board of Regents {BOR} Policy 704.021)

Mandatory student fees are defined as fees which are paid by all students as required by the Board of Regents or as assigned by the institution subject to approval by the Board of Regents. All mandatory fees shall, but not be limited to, intercollegiate athletic fees, student health service fees, transportation or parking fees (if the latter are charged to all students), student activity fees, and technology fees. All mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester. Exceptions to this requirement may be granted

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upon the recommendation of the Chancellor and the approval of the Board of Regents.

101. 1 Proposals to increase mandatory student fees and proposals to create new mandatory student fees, submitted by an institution shall first be presented for advice and counsel to a committee at each institution composed of at least fifty (50) percent students. Students shall be appointed by the institution's student government association.

101.2 All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee, composed at least fifty (50) percent students. Students shall be appointed by the institution's student government association. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BOR Minutes, 1999-2000, p.364).

101. 3 The student activity fees shall be utilized for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and allocations to duly recognized student organizations, the membership of which is open to all students at the College without regard for race, sex or religion. The fund may not benefit activities for which an admission is charged for students, except for sanctioned student events as defined by the BOR.

101. 4 The allocation and expenditure of student activity fees shall be determined by the college Student Activity Fee Budget Committee. Unexpended and unallocated funds remaining at the end of a fiscal year shall be carried over and remain in the SAF fund. The balance in the unallocated fund will be available for allocation and expenditure during the next fiscal year.

101. 5 Board of Regents statutes establishes that the President of the College has final veto authority over all SAF. The statute provides that the President may veto any line item or portion thereof within the budget. All unexpended SAF funds are subject to similar final College presidential authority (BOR704.021).

102. PURPOSE AND SCOPE

102.1 The Deans of Student Services and the Directors of Student Life define the Financial Codes which outline the responsibilities, provisions, and penalties related to the use of student activity fee at Georgia Perimeter College (GPC). The Financial Codes are approved by the college Student Activity Fee Budget Committee (SAFBC) and reviewed by the Associate Vice President of Student Affairs and Enrollment Services and the Assistant VP for Financial Affairs or their designee.

102.2 Account codes are assigned to all student organizations, college departments and other entities that are funded by student activity fee funds. The account structure is established by the college Accounting Services Department.

103. DEFINITIONS

- **Agency Account:** An account where actual cash is deposited through the budget hearing process to recognized / sanctioned clubs, the club/organizations and departments.
- **Annual Budget:** A formal document of projected revenues and the allocation of funds to recognized student organizations, college departments, and other activities. The annual budget development takes place during the spring semester. The college SAFBC allocates funds for the next fiscal year based on projected fees. The Annual Budget is a line-item budget.
- **Allocated:** Funds distributed to line items during the college SAFBC process
- **Budget Coordinator:** The individual assigned as Club Advisor or Principal of respective club/organization's financial management. The budget coordinator is responsible for all financial approvals and transactions posted to assigned accounts.
- **Budget Transfer:** A transaction that moves allocated SAF funds from the original line item to another line item.
- **Campus :** Activities and initiatives whose primary purpose provides opportunities of engagement for an recognized campus specific student population, e.g., Symposium, Math Club
- **Campus Student Activity Budget Committee (CSAFBC)** is the campus based governing body that will be responsible for allocating the campus share of student activity fees to campus based club/organizations.
- **College-Wide:** Programs, activities and initiatives with a global perspective that provide opportunities of engagement for the college student population at multiple campus locations, e.g., Fine Arts Departments, Cheerleaders, Student Leadership Trainings, Homecoming
- **Contingency:** Also known as unassigned reserve, this account represents all unused campus and college wide finds carried over from a previous fiscal year.
- **Contract:** A mutual understanding between two or more persons about their relative rights and duties regarding past or future performances to include, but not limited to, agreements, letters of intent, memoranda of understanding, purchase orders, leases, and license agreements. All contracts must be signed by the Executive Vice-President of Financial and Administrative Affairs or designee to be valid.

- **Fiscal Year:** The fiscal year for student activity fees at GPC shall be from July 1 to June 30.
- **Funded Entity:** Any student organization, department, or other unit that is funded partially or entirely by student activity fees.
- **Primary Account:** represents the total projected student activity fee budget for the fiscal year as developed and approved by the Budget Office.
- **Sanctioned Student Events / Activities:** Approved and recognized events sponsored by recognized student groups, open to the general student body and designed to further the development and education of students.
- **Special Request Allocation Form (SRAF):** A form used to request funds throughout the fiscal year for expenses not previously budgeted. This form is submitted to the local SGA for campus requests or the Associate Vice-President of Student Affairs & Enrollment Services, or his designee for college-wide requests.
- **Sub- Primary Account:** represents the total projected student activity fee budget which is allocated to both campus (75% rate) and college-wide accounts (25% rate).
- **SAF:** Student Activity Fee
- **Student Activity Fee Budget Committee (SAFBC)** is a college-wide governing body who is responsible for allocating student activity fees.
- **SAF Unallocated Account:** All additional revenues beyond the Annual Budget established by the SGA and all unused and unencumbered funds from every SAF account. (These funds shall be deposited into the SAF Unallocated Account at the end of each fiscal
- **SGA:** The Student Government Association at Georgia Perimeter College
- **Unallocated:** All funds carried forward from previous fiscal years and any unused funds from the current SAFBC process shall be placed into an established “unallocated” account for redistribution or contingency

104. AUTHORITY

104.1 All mandatory fees collected by an institution shall be budgeted and administered by the President, using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least 50%

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students. Students shall be appointed by the institution's SGA. (BOR Policy 704.021)

104.2 The SAFBC is responsible for the review and allocations of student activity fees college-wide. The committee consists of a rotating SGA President will chair, all Directors of Student Life, deans of student services (only one voting dean), two (2) student representatives from each campus, and an appointed faculty representative. The College Budget Director will serve in an advisory capacity.

104.3 The CSAFBC is responsible for the review and allocations of student activity fees at the campus level. The campus committee consists of the campus Director of Student Life, the campus Dean of Student Service (non-voting), four (4) student representatives and two (2) faculty or staff representatives.

104.4 The SGA, under the direct supervision of the Director of Student Life, administers and monitors the approved allocations of campus Student Activity Fees at Georgia Perimeter College."

104.5 In consultation with the College Budget Director, the Director of Student Life and the SGA Treasurer shall collaboratively audit the SAF accounts to determine compliance with the policies outlined in the Financial Codes and shall make quarterly reports to the SGA.

104.6 The use of SAF funds shall be governed by the values and commitments of the college, the GPC SGA Constitution, and, where applicable, the laws of the State of Georgia, BOR policies and procedures, and the laws of the United States of America.

104.7 The College President or his designee has the final veto authority of the use of SAF fees.

105. RESPONSIBILITIES OF ALL FUNDED ENTITIES

105.1. Obtain a copy of the budget for the respective organization.

105.2 Sign and submit a Statement of Understanding to the SGA (see appendix).

105.3 Attend two (2) mandatory training sessions scheduled by the Director of Student Life either at the end of the spring semester or beginning of the fall semester.

105.4 Spend within their line-itemized budget allocations.

105.5 Act in compliance with the policies outlined in the SAF Financial Code and BOR regulations.

106. INCOME / COLLECTIONS

106.1 The SAF funds shall be collected by the GPC Office of Student Accounts.

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106.2 The GPC Budget Office shall provide the SAFBC with an estimate of the subsequent fiscal year's collections on **September 30th** of the fiscal year.

106.3 Unique department numbers will be assigned to all funded units, organizations and clubs

107. SAF UNALLOCATED ACCOUNT

107.1 All funds carried forward from previous fiscal years and any unused funds shall be placed into an established “unallocated” account (a contingency account).

107.2 Funds may not be disbursed from the SAF Unallocated Account by any party without the formal review and authorization of the SAFBC.

107.3 The balance of the SAF Unallocated Account may not be adjusted by any party without the authorization of the Directors of Student Life, SGA, Student Services Deans, the Associate Vice President of Student Affairs & Enrollment Services, and the College Budget Director.

107.4 SGA, in conjunction with the Deans of Student Services and the Directors of Student Life, develop recommendations for how the unallocated funds will be spent based on the needs of each respective campus. Recommendations must be approved by the Associate Vice President of Student Affairs & Enrollment Services.

107.5 Unallocated funds may be used for equipment, renovations or capital outlay with direct benefit to students.

107.6 A proposal should be developed with realistic recommendations and documented with who voted, the number of yes votes, no votes, and the number of abstentions. The proposal should then be submitted for signature approval by the SGAs, Directors of Student Life, Deans of Student Services, and the Associate Vice President for Student Affairs & Enrollment Services.

107.7 Once all the appropriate parties have signed off, the unallocated budget will be sent to the Budget Office for appropriate distribution.

107.8 The remaining unallocated funds will remain in the SAF Unallocated account as a reserve for the fiscal year. Whenever SAF Unallocated account is used, reserve is being used.

108. ALLOCATION OF SAF COLLEGE-WIDE

108.1 Annual College-wide budget hearing.

108.2 A Special Request Allocation Form (SRAF) allocates funds from the Unallocated Account throughout the fiscal year for expenses not previously budgeted at the annual budget hearing.

108.3 **NO** allocation of SAF Fees may be made by any party without the approval of the SGA or the SAFBC.

108.4 Request for redistribution of allocated fees must be reviewed and approved by the SAFBC. Funds allocated for specific line items may not be redistributed without prior approval by the SAFBC.

108.5 Remaining allocated funds will return to the SGA General Account.

109. ALLOCATION OF SAF FEES – CAMPUS-WIDE

109.1 Annual Campus-wide budget hearing

109.2 A Special Request Allocation Form (SRAF) allocates funds from the SGA General Account throughout the fiscal year for expenses not previously budgeted.

109.3 **NO** allocation of SAF Fees may be made by any party without the approval of the SGA or CSAFBC.

109.4 Request for redistribution of allocated fees must be reviewed and approved by the CSAFBC. Funds allocated for specific line items may not be redistributed without prior approval by the CSAFBC.

109.5 Remaining allocated funds will return to the SGA General Account.

110. CAMPUS SPECIAL FUNDING REQUEST PROCESS

110.1 The Special Request Funding Process Form is to fund items not budgeted in the Annual Budget.

110.2 The allocation source for special requests is the SGA General Account.

110.3 The SGA shall have the authority to amend and approve all special requests for SAF funds through the SGA General Account.

110.4 Special requests from the SAF SGA General Account require the authorization of the SGA.

110.5 The SGA President has line-item veto authority. A line item veto may be overturned by the SGA Senate with a two-thirds vote.

110.6 All funds spent from the SAF SGA General Account require the final approval of the Director of Student Life or designee.

111. FUNDING ELIGIBILITY

111.1 When reviewing budget requests, the Student Activity Fee Budget Committee (SAFBC) considers criteria that judges, among other things, the effect of proposed events on the entire student body, the lifespan and prior participation of the requestor in student and campus life, the number of students within the requestor's entity, fundraising capabilities, and the nature of the request itself.

111.2 All College departments or non-student organizations seeking funding from SAF Fees must provide a detailed itemization of its operating budget that identifies all funding sources and their respective funding amounts for the current and subsequent fiscal year.

111.3 All student organizations must request funding from the Campus Student Activity Budget Committee (CSAFBC) and must be registered with the Office of Student Life as a recognized organization. It is the student organization's responsibility to re-charter with the Office of Student Life annually. Recognized student organizations may not have exclusive membership with the exception of Honors Societies.

112. BUDGET REQUEST PREPARATION

112.1 Completed Student Activity Budget Request (SABR) should represent the organization's budget needs for the next fiscal year as accurately as possible,

112.2 The deadline for submission of SABR to the SAFBC is in the spring semester. This deadline shall be advertised at least fifteen (15) days in advance in a college-wide publication such as the Collegian and through e-mail. Budget requests submitted after the deadline will not be accepted.

112.3 The Student Activity Fee Budget Committee will schedule an appointment date and time for the budget hearings. The college-wide process is facilitated by the Associate Vice President of Student Affairs & Enrollment Services, the Deans of Student Services, or their designee. The Campus-wide process is facilitated by the Director of Student Life on the respective campus or their designee.

113. STUDENT ACTIVITY FEE BUDGET PROCESS TIMELINE (COLLEGE-WIDE)

Annual Budget Process: The annual budget process is the primary means of allocating SAF to recognized student organizations, College departments, and other activities.

This process takes place during the spring semester and involves the allocation of funds for the next fiscal year.

NOTE: ANY DEADLINE CHANGES WILL BE PUBLISHED ACCORDINGLY

113.1 Receive projected FY budget from college Budget Office – (September)

113.2 Convene organizational meeting to discuss issues related to the process, and set dates for initial meeting and budget hearings with committee (includes Student Services Dean and Directors of Student Life) - (December)

113.3 SABR are distributed – (first week of December)

113.4 Convene meeting with SAFBC to calculate college-wide and campus budgets and to prepare for budget hearings. (January)

The SAFBC will consist of:

- More than Fifty- percent student representation appointed by SGA (voting)
- Directors of Student Life (voting)
- Dean of Student Services – one rotating voting representative
- Faculty member (campus rotation)
- Budget Director (advisory member)
- Recording Secretary (non-voting)

113.5 SABR deadline last week in January

113.6 SABR are distributed to college SAFBC (two weeks prior to budget hearings)

113.7 Convene budget hearing and deliberations (final budget is approved by SAFBC during second week in February)

113.8 Committee approved budget is forwarded to the Associate Vice President for Student Affairs & Enrollment Services and Executive Vice President for Financial and Administrative Affairs or designee for approval. The College President has final veto authority over any line item or portion thereof within the budget. (February)

113.9 Notification of budget approval or denials forwarded to requestors by SAFBC chair (February)

113.10 Final budget forwarded to Budget Office (February/March)

113.11 Budget approval by the Board of Regents (June)

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114. STUDENT ACTIVITY FEE BUDGET PROCESS TIMELINE (CAMPUS)

114.1 Receive projected FY campus budget from SAFBC – (January)

114.2 SABR are distributed (last week in February)

114.3 The Dean of Student Services will meet with the Director of Student Life & SGA Executive Officers to determine recurring expenses and to appoint Faculty and Staff representatives to the CSAFBC. (First week in March)

114.4 Budget Requests deadline (third week in March)

NOTE: ANY DEADLINE CHANGES WILL BE PUBLIZED ACCORDINGLY

Convene meeting with the CSAFBC for budget hearings and deliberations. Final campus budget is approved by committee (first week in April)

The CSAFBC consists of:

- Four SGA representatives appointed by SGA (voting)
- SGA President (Chair – non-voting)
- Director of Student Life (voting)
- Dean of Student Services (non-voting)
- Two faculty or staff members (voting)
- Recording Secretary (non-voting)

114.5 Committee approved budget is forwarded to College President or their designee for approval. The President has final veto authority over any line item or portion thereof within the budget (April). This process should not exceed one (1) week.

114.6 Notification of budget approval or denials forwarded to requestors by CSAFBC chair (April)

114.7 Copies of all notes, minutes, denials, acceptance letters are forwarded to the Associate Vice President for Student Affairs & Enrollment Services (April)

114.8 Final budget forwarded to Budget Office by the President or designee (third week of April).

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115. EXTERNAL REVENUE

115.1 All external revenue generated through the use of SAF funds must be deposited into an approved auxiliary account associated with the respective College department accounts within five (5) business days of collection. The request for an auxiliary account must be established by the Directors of Student Life, Dean of Student Services and approved by the Director of Budget.

115.2 If any SAF funds are used, a detailed itemization of the external income, i.e., dues, fundraising, or donations collected and the Student Clubs and Organizations Deposit Form (ID #909300000) must be submitted to the Director of Student Life and the SGA Treasurer within five (5) business days of collection.

115.3 Transfers of SAF funds to outside accounts, agency funds, or lines are prohibited.

115.4 Failure to comply may result in a suspension of SAF fund disbursements.

115.5 Agency accounts with balances at the end of the fiscal year will carryover in their respective accounts to the following fiscal year.

116. CAMPUS REGULATIONS (Expenditure Authorization for Student Organizations)

116.1 All expenditures of SAF funds by student organizations through purchase orders, payment requests, or travel authorization forms require the approval (four weeks prior to the event) by signature of the Director of Student Life and the SGA Treasurer. Travel authorizations and purchase order requests must also be submitted to the Student Services Dean for approval prior to travel.

116.2 The SGA Treasurer, in conjunction with the Director of Student Life, has the authority to reject any expenditure that is not in accordance with its line item. A decision by the SGA Treasurer to reject any expenditure must have approval by signature of the SGA President.

116.3 All expenditure requests shall be authorized or rejected by the Director of Student Life and SGA Treasurer within seven calendar days of its receipt.

116.4 In the event that the SGA Treasurer is not available to approve or reject expenditure and the expenditure is time sensitive, the SGA President shall have the authority to approve or reject the expenditure. A decision by the SGA President to reject any expenditure must have approval by signature of a SGA Senate Representative.

116.5 Expenses that are exempt from the SGA Treasurer's approval include telephone, freight, postage, and other overhead charges that must be paid for when incurred.

116.6 Any organization that overspends its budget allocation by a purchase shall be required to submit a detailed letter of justification stating all the circumstances of the occurrence. All letters of justification require the signatures of the organization's club president, club advisor and treasurer. It will be received by the Director of Student Life and reviewed by the Dean of Student Services.

116.7 In conjunction with the Director of Student Life, the SGA Treasurer shall have the discretion to accept or reject a letter of justification and the respective request for payment.

116.8 Unauthorized expenditure shall not be considered a liability of SAF funds. The payment responsibility may fall upon the individual(s) who made the unauthorized expense or request for service.

117. TRAVEL

A. BOARD OF REGENTS' POLICY (BUSINESS PROCEDURES MANUAL): NON-EMPLOYEE TRAVEL (19.9)

This section addresses non-employee travel to include students, consultants, and individuals applying for a job at the institution. Travel expenses for non-employees should be limited to certain circumstances as described below:

117.1 Students are authorized to travel for participation in academic programs and sanctioned student events to include athletics and recruiting events. Students include individuals enrolled to take classes at an institution, including students enrolled in Continuing Education and individuals being recruited as potential students.

117.2 Individuals contracted to perform a service for the institution where the contract provides for travel expense reimbursement.

117.3 Research, academic conference, or academic event travel funded by a grant award to the institution in those instances when the grant award specifically authorizes payment for non-employee travel in support of research, academic conference, or academic event.

117.4 Job applicant travel associated with an interview as specified in institutional policy.

B. GPC Travel Policy

All travel funded partially or fully by SAF funds must be in the performance of official duties or on behalf of the student body.

117.5 Club advisors or budget coordinators are responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost.

117.6 All Travel Authorization Forms (TAFs) to include, but are not limited to, the prior approval form for students and staff advisor, the ICC Travel Request Form if applicable, documentation of the conference i.e. conference/competition agenda, hotel confirmations, registration forms, and a list of students travelling with student ID numbers, must be submitted to the Director of Student Life at least **four** weeks prior to travel. If a new club is requesting funds for travel, the club must submit the proposal to SGA for approval using the Special Request Allocation Form (SRAF).

117.7 All expenses related to travel shall follow the process and procedures outlined in this document and the GPC Travel policy.

118. PERSONNEL POLICIES

118.1 All SAF funded positions shall be evaluated by the SAFBC for consideration of continued funding during the Annual Budget Process held every spring semester unless determined otherwise by the SGA.

118.2 The funding of salaried positions with SAF funds must be approved by the SAFBC through the Annual Budget or Special Request Funding process.

119. SALARY POSITIONS

119.1 Each Director of Student Life requesting SAF funds for a salaried position must submit a position description to the SAFBC.

119.2 Directors of Student Life must submit a detailed itemization of its operating budget that identifies all funding sources and their respective funding amounts for the current and subsequent fiscal year.

119.3 Directors of Student Life receiving SAF funds for a salaried position are responsible for providing the appropriate documentation, Job Analysis Form (DP 20/21), and Job Requisition.

119.4 All salaried positions funded by SAF funds must be filled by a search committee as identified by the Office of Human Resources. The Search Committee must have at least one student member.

120. VIOLATIONS OF THE FINANCIAL CODES AND MISUSE OF FUNDS

If an SAF funded entity is found to be in violation of the **Board of Regents Policy and/or Business Procedure Manual or GPC Codes**, the following actions may be taken:

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120.1 On the first offense, an entity's budget may be frozen for a defined period of time. A corrective action plan may be required in order to lift this sanction.

120.2 On the second of offense in the same fiscal year, the SGA may order the account to be closed. The organization may be placed on probation for a period of up to one fiscal year.

120.3 Depending on the severity of the violation, the **SGA** may decide, upon an entity's first violation, to take action as outlined above.

Sanctions: Persons in violation of these procedures are subject to a range of sanctions, including disciplinary action, dismissal from the college and/or legal action. Violations may constitute criminal offenses. The college will carry out its responsibility to report such violations to the appropriate authorities. Appeals should be directed through the existing procedures established for employees or students.

121. FREEZING OF FUNDS

121.1 The SGA President and the SGA Treasurer upon finding a funded entity in violation of the SAF Policy may freeze an account for a period of up to thirty (30) calendar days. At least three calendar days prior to freezing an SAF account, the Director of Student Life, in conjunction with the SGA President and the SGA Treasurer, must jointly notify the club advisor, the SGA, and the Dean of Student Services of the freeze and its duration. The written notification must include the justification for the action. Upon two-thirds (2/3) vote of the Senate, any action by the SGA President and the SGA Treasurer to freeze an SAF account may be rescinded.

121.2 Following the correction of the funded entity's violation, the Director of Student Life initiating the freeze may rescind the freeze and provide written notice to the SGA President, the SGA Treasurer, the Senate, the club advisor, and the Dean of Student Services.

121.3 If the cause for the freeze is not corrected by the end of the freeze period, the SGA may close the account by a majority vote. All allocated funds will be returned to the SGA General Account.

122. PROBATION

122.1 The Director of Student Life, SGA President and the SGA Treasurer, upon finding a funded entity in violation of the SAF Policy for the second time in the same fiscal year, may place an entity on probation for a period of up to one fiscal year, or until the violation is rectified. At least three (3) calendar days prior to placing the entity on probation, the Director of Student Life, the SGA President and the SGA Treasurer must jointly notify the club advisor and the Dean of Student Services of the probation status and its duration. The written notification must include the justification for the action. Upon two-thirds (2/3) vote of the SGA, any action by the SGA President and the SGA Treasurer to place an entity on probation may be rescinded.

GEORGIA PERIMETER COLLEGE
STATEMENT OF UNDERSTANDING

The use of Student Activity Fees (SAF) is a privilege that has been entrusted to your organization by the Student Government Association of Georgia Perimeter College. In order to ensure fiscal accountability, knowledge of the SGA Financial Process and GPC budgeting rules are required.

In this respect, the undersigned have read, understand and agree to the following:

1. I have obtained a copy of the Statutes of the Student Government Association.
2. I am responsible for and agree to abide by the laws and regulations outlined in the Student Activity Fee Codes.
3. I will be completely honest in all dealings with the Student Government Association and GPC.
4. I will not allow the use of SAF funds for personal benefit.
5. Any violation of this Statement of Understanding or law outlined in the Student Activity Fee Codes shall be considered a misuse of SAF funds and subject to sanctions.

Name of Funded Student Organization or College Department

Date

[Type text]

Signature, Club Representative

Date

Signature, Club Advisor

Date

[Type text]

APPENDIX

GA Certificate of Exemption	17
Open Purchase Order Procedure (OPO)	19
Purchase Order Corrections	22
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Travel Regulations Summary	24
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Travel Info 7.2	38
Travel Expense Statement	41
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DATE: _____

BILL TO: GEORGIA PERIMETER COLLEGE – DECATUR
ACCOUNTING DEPARTMENT
3251 PANTHERSVILLE ROAD
DECATUR, GA 30034
(678) 891-2065

TYPE OF BUSINESS: _____
DATE THIS BUSINESS COMMENCED: 1966
TAX EXEMPT: YES CERTIFICATE ATTACHED
ISSUED BY: PURCHASING DEPARTMENT
PURCHASE ORDERS ISSUED: YES
F.E.I. #: 58-1660133

BANK REFERENCES:

NAME: WACHOVIA BANK
ADDRESS: 191 PEACHTREE STREET, NE
31ST FLOOR
ATLANTA, GA 30303-1757
PHONE: (404) 332-5568
ACCT #: 12654437
CONTACT: JOHN O'CONNOR

TYPE OF ACCOUNT: BUSINESS CHECKING

REFERENCES SUPPLIERS:

- | | |
|--|---|
| 1. W.W. GRAINGER
3417 LAWRENCEVILLE HIGHWAY
TUCKER, GA 30094
(770) 496-9994
ACCOUNT #800378218 | 2. OFFICE DEPOT
900 RACO DRIVE
LAWRENCEVILLE, GA 30045
(770) 806-4060 X4024
ACCOUNT #22339535 |
| 3. SOUTHERN BUSINESS
COMMUNICATIONS
P.O. BOX 2568
NORCROSS, GA 30091
(770) 449-4088 | 4. FRANKLIN MC NEAL LTD.
P.O. BOX 337
DULUTH, GA 30096
(770) 622-1090 |

BRIAN KEITH CHAPMAN
DIRECTOR-COLLEGE SERVICES



STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES AND USE TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER OR DEALER

To: _____ Date _____, 200__

(Street) (City) (State) (Zip Code)

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased after this date will be purchased for the purpose indicated, unless otherwise specified on each order, and that is certificate shall remain in effect until revoked in writing. Check proper box:

- 1. Resale or rental only, including but not limited to, the purchase for resale of gasoline and other motor fuels.
- 2. Materials for further processing, manufacture or conversion into articles of tangible property for resale, which will become a component part of the property for sale, or be coated upon or impregnated into the product at any state of its processing, manufacture or conversion; or, are nonreturnable materials used for packing tangible personal property for shipment or sale. Containers or other packaging materials purchased for reuse are not exempt.
- 3. Direct Pay Permit authorized under Regulation 560-12-1-.16. The holder of a Direct Pay Permit must pay the 3% Motor Fuel Tax to suppliers on purchases of gasoline.
- 4. For use by Federal Government, State of Georgia or any county or municipality of this State, supported by official purchase orders; and likewise, Hospital Authorities created by Article 4, Chapter 7, Title 7 of the Georgia Public Revenue Code. The State of Georgia, Counties and Municipalities thereof and Hospital Authorities must pay the 3% Motor Fuel Tax to suppliers.
- 5. Seed, seedlings, fertilizers, insecticides, fungicides, rodenticides, herbicides, defoliants, soil fumigants, plant growth regulating livestock, fish or poultry when used either directly in tilling the soil or in animal, fish or poultry husbandry. Non Returnable Materials used for packaging farm products for shipment or sale.
- 6. Aircraft, watercraft, motor vehicles and other transportation equipment manufactured or assembled, sold and delivered by the manufacturer or assembler for use exclusively outside this State, or delivery of the craft is for the sole purpose of removing same under its own power when it does not lend itself more reasonably to removal by other means.
- 7. Aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles and major components of each, which will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers and by carriers who hold common carriers and contract carrier authority in interstate or foreign commerce under authority granted by the United States government. Replacement parts installed by carriers in such craft or vehicles which become an integral part of the craft or vehicle. Private and contract carriers are not exempt.
- 8. Liquefied petroleum gas or other fuel used to heat a structure in which broilers, pullets, or other poultry are raised. Georgia Sales and Use Tax Certificate of Registration Number must be stated below by persons purchasing under categories 1, 2, 3 and 7.

KIND OF BUSINESS ENGAGED IN BY PURCHASER _____ EDUCATION _____

Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than indicated on this certificate.

I declare, under penalties of false swearing, that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

Purchaser's Firm Name GEORGIA PERIMETER COLLEGE - CLARKSTON Certificate of Registration No. NOT REQUIRED

Address 555 NORTH INDIAN CREEK DRIVE CLARKSTON GA 30021-2396
(Street) (City) (State) (Zip Code)

By *[Signature]* Title DIRECTOR-COLLEGE SERVICES
(Owner, Partner, Official)

A supplier is required to have only one certificate of exemption form on file from each purchaser buying tax exempt. The supplier must exercise ordinary care to determine that the tangible personal property obtain under this certificate is for the purpose indicated. Suppliers failing to exercise such care will be held liable for the sales tax due on such purchases. For example, a supplier cannot accept a Certificate of Registration number bearing a "214" prefix since this was issued to a Contractor which has been deemed to be the consumer and is required to pay the tax at time of purchase.

OPEN PURCHASE ORDER PROCEDURE-(OPO)

[Type text]

An Open Purchase Order (OPO) is an order to buy unspecified supply items or services as needed. It is intended to eliminate small repetitive requests for expendable supplies, material or services by allowing multiple pickups and billings on one order. A specific amount of funds is encumbered for a specified length of time for this purpose. The total amount of an OPO cannot exceed \$9,999.99 (including all change orders), and can be effective any dates between July 1 and May 31 of the same fiscal year.

Restrictions placed on OPOs are:

- 1) no individual purchase can exceed \$2499.99
- 2) no single item purchased can exceed \$499.99
- 3) items must be picked up by user or delivered directly to user
- 4) items that cannot be purchased are:

- * equipment that cost \$500 or more
- * hazardous or radioactive material
- * items covered by mandatory State source
- * items provided by in-house departments
- * dues, registration fees, travel or related items
- * personal use items, such as radios, coffee pots, gifts
- * telecommunication items of any type or value
- * postage stamps
- * firearms or explosives
- * services involving an employer/employee relationship
- * items subject to Library control
- * holiday decorations or cards
- * plants or cut flowers for office use
- * typing services

The user is responsible for resolving all disputes with the vendor over shipping, pricing, damaged goods, etc. In the event that a solution is not achieved, Purchasing may be called upon to help.

All OPOs will be canceled on June 1 of each year by Purchasing. Invoices received after the cancellation date must be paid under a separate purchase order.

Departments that continuously abuse the open order procedure will have their open order privilege revoked.

NOTE: Departments are reminded that the entire amount of the purchase order is encumbered immediately and, therefore, is not available for other use.

Procedure

[Type text]

1) User confirms that recommended vendor will accept a Georgia Perimeter College Open Purchase Order (OPO), and completes a Request for Supplies or Services (RSS) form, including:

- * "1 Lot" as the quantity and unit
- * A general description of items or services to be purchased preceded by "Open PO for .."
- * Effective dates (from/to) of the open order
- * State User names

2) User sends completed RSS form to Purchasing.

3) Purchasing issues a purchase order number.

4) Department uses this purchase order number to place orders directly with vendor.

- * Department faxes or phones in order.
- * Department picks up order or has vendor deliver the order directly to the user.
(Orders cannot be sent through Central Receiving.)

5) Department has vendor send invoice directly to the user for approval.

*User acknowledges receipt of the items and approves the cost by signing and dating the invoice. (Purchasing recommends that a stamp with appropriate information blocks be used. See example on invoice.)

*User forwards 2 copies of invoice (original and copy) to the Purchasing Office for auditing and approval. Purchasing will then forward invoice to Accounts Payable for payment.

User can add or delete funds to the OPO by sending a memo or E-mail request to Purchasing before the expiration date or the \$9,999.99 limit has been reached.

Expiration dates will not be extended. User must submit a new request for another OPO. A field Purchase Order Correction (FPOC) will not be done for an OPO, a new OPO should be requested. At month end, if you are close to the total amount of the OPO, close that one and request another one.

[Type text]

Stamp should read:

I certify that the items or services received are the same specifications, quality and quantity as ordered on PO# _____, dated _____.

Signed: _____ Date: _____

RUBBER STAMP TO READ AS ABOVE
ORDER ONLINE:
VENDOR: OFFICE DEPOT

DEPARTMENTS MUST PUT ACCOUNT NUMBERS TO BE CHARGED UNDER THE STAMP.

[Type text]

Purchase Order Corrections

- > Determine that a correction to a previously issued Field Purchase Order (FPO) is necessary.

- > An FPOC must be issued if there is a price increase or decrease of more than \$500.00 per line item or if you wish to cancel a Field Purchase Order (FPO). The cumulative total of all FPOC's issued to an order should not exceed 20% of the grand total of the original FPO.

- > Corrections are basically required to resolve significant differences between orders and invoices.

- > Purchasing has the latitude to issue corrections when not required by State policy, if decided it is in the best interest of the Agency or is required by internal procedures.

- > When specifications of the item delivered are not the same as the FPO specifications, an FPOC is required. In such cases, the Purchasing Department must assure that the changed specification meets or exceeds the original specifications.

- > The department may cancel an FPO or approve a price increase or decrease; however, you **MUST** send in writing to the Purchasing Department and give the reason for the increase or cancellation.

- > Purchasing will issue an FPOC to the company. The department will receive a copy of the Field Purchase Order Correction (FPOC); it should be attached to your department copy of the FPO and request for your records.

[Type text]

ICC/Club Advisor
 Request for Student Activity Funds
 Travel Proposal Form

Date:	
Name of Club/Organization:	
Event For Which Funds Will Be Used:	
Place of Event:	
Date(s) of Event:	

Benefit to the Campus:

Benefit to Those Attending:

Itemized Expense:

Number Attending:	Students:		
	Advisors:		
	presenters/competitors (of those attending)		
Travel:	mode of travel (student car, chartered bus, college fleet vehicle, airplane)		
	Airfare:		
	Mileage:		
	Tolls:		
	Gas:		
	Shuttle:		
	Transportation to airport:		
	Parking at airport:		
		Travel Cost:	
Hotel:	Cost (including tax if out of state):		
	Number of attendees per room:		
	Number of rooms:		
	Number of nights:		
		Hotel Cost:	
Meals:	breakfast per diem rate x #attendees		
	lunch per diem rate x # attendees		
	dinner per diem rate x # attendees		
		Meal Cost:	
Other Expenses:	Registration:		
		Other Cost:	

Grand Total:

Advisor's Signature

Approved

Denied

_____ %

TOTAL APPROVED _____

[Type text]

Travel Regulations Summary

[American Express Travel Center](#)
[Prior Approval for Travel](#)
[Travel Expense Statement](#)
[Mileage Rate](#)

[Campus Travel](#)
[Meal Limits](#)
[Registration Fees](#)
[Travel Guidelines](#)

American Express Online: 1-888-762-8728

<http://corp.americanexpress.com/axommd>

An authorization number is required when making online airline reservations. This 10-digit code is assigned by the Budget Office on the prior approval form. American Express Online charges a \$7 service fee for tickets booked online and agent assisted booking \$22.00.

Prior Approval For Travel

Approvals for local travel are submitted on a fiscal year basis. Authorized expense amounts must be approved by the department budget manager.

Travel Expense Statements

Travel Expense Statements must be submitted within 60 days of the trip. Incomplete forms will be returned to the employee. Statements received after 60 days may not be reimbursed.

Reimbursements for local travel will be processed on the 20th of each month.

Original receipts are required for lodging, airfare, and vehicle rental.

Travel reimbursements checks are returned to the [Campus Student Accounts Office](#) for pickup.

Mileage Rate

Effective August 1, 2008 the mileage rate is \$0.585 per mile, April 1, 2008 thru July 31, 2008 the mileage rate is \$0.505 per mile

Campus Travel - mileage limits one way

[Type text]

Alpharetta to Clarkston	30	Dunwoody to Alpharetta	14
Alpharetta to Decatur	37	Dunwoody to Clarkston	13
Alpharetta to Dunwoody	14	Dunwoody to Decatur	22
Alpharetta to Gwinnett	19	Dunwoody to Gwinnett	22
Alpharetta to Newton	63	Dunwoody to Newton	51
Alpharetta to Lakeside	24	Dunwoody to Lakeside	9
Clarkston to Alpharetta	30	Gwinnett to Alpharetta	19
Clarkston to Decatur	10	Gwinnett to Clarkston	24
Clarkston to Dunwoody	13	Gwinnett to Decatur	34
Clarkston to Gwinnett	24	Gwinnett to Dunwoody	22
Clarkston to Newton	40	Gwinnett to Newton	37
Clarkston to Lakeside	4	Gwinnett to Lakeside	22
Decatur to Alpharetta	37	Newton to Alpharetta	63
Decatur to Clarkston	10	Newton to Clarkston	40
Decatur to Dunwoody	22	Newton to Decatur	35
Decatur to Gwinnett	34	Newton to Dunwoody	51
Decatur to Newton	35	Newton to Gwinnett	37
Decatur to Lakeside	13	Newton to Lakeside	43
Lakeside to Clarkston	4	Lakeside to Decatur	13
Lakeside to Dunwoody	9	Lakeside to Gwinnett	22
Lakeside to Alpharetta	24	Lakeside to Newton	43

Meal Limits

Breakfast	\$6
Lunch	\$7
Dinner	\$15
Total	\$28

Registration Fees

Registration Fees may be paid in advance by the College. A payment request with the Federal Identification No., registration form with one additional copy, and **Prior Approval should be submitted at least two weeks prior to the registration deadline.** Send all forms directly to the Budget Office, Decatur Campus.

[Type text]

TRAVEL GUIDELINES

Step 1

Submit a Prior Approval for Travel to the Budget Office, Decatur Campus.

- Prior Approval must be completed and signed by your supervisor.
- Prior Approval should be submitted at least two weeks prior to any registration deadlines.
- If traveling by air, an authorization number will be assigned by the Budget Office.
- An approved copy will be returned to the department if you include extra copies.

Step 2

Prepayment of Registration Fees

- One completed and approved Payment Request, **including the Federal Identification Number.**
- Three copies of a completed and approved Prior Authorization for Travel.
- Original and one additional copy of the completed registration form.

Step 3

Travel Reimbursement

- Complete the [Travel Expense Statement](#), with supervisor's approval, and submit it to the Budget Office, Decatur Campus
- Include original receipts for lodging, vehicle rental, registration, and airfare with the expense statement.

Georgia Perimeter College Business Procedures Manual

Travel Regulations, Section 7.1

[Travel Authorization](#)

[Subsistence \(meals & lodging\)](#)

[Georgia Hotel & Motel Operators](#)

[Transportation](#)

[Miscellaneous Expenses](#)

[Reimbursement Procedures](#)

INTRODUCTION

While institutions of the University System shall be guided by general travel regulations set forth in Business Procedures Manual, Volume I, Revised, these policies incorporate certain specific regulations and limitations particular to the employees of Georgia Perimeter College.

In requiring employees to travel in the performance of their duties, Georgia Perimeter College will reimburse those employees for reasonable and necessary expenses that are incurred while traveling away from their official headquarters and places of residence. In cooperation with regulations promulgated by the State Auditor's Office, the Office of Planning and Budget and the Board of Regents, Georgia Perimeter College has adopted the following regulations regarding travel of employees on official business of the University System. It is believed that these travel practices will protect the best interest of the employee and Georgia Perimeter College.

TRAVEL AUTHORIZATION

Prior Approvals - Employees required to travel in the performance of their official duties and entitled to reimbursement for expenses incurred shall have prior authorization from their immediate supervisor and the College Budget Office for the performance of travel. A specific authorization is required for those individuals who are required to make occasional trips. Specific authorization shall be in such form as to indicate the itinerary, the estimated cost of travel, the mode of transportation, and the general purpose of travel. The Prior Approval form must be completed with all required signatures ten working days prior to the anticipated travel. Out of Country travel must be approved by the campus Provost or Vice President.

In the case of individuals required to travel on a regular basis, i.e., local travel, approval may be in the form of a standing authorization prepared on an annual basis. Local travel will be defined as day-to-day trips within the metro Atlanta area that do not require the payment of registration fees. A specific travel authorization for local travel will be necessary when registration fees are required.

SUBSISTENCE (MEALS AND LODGING)

[Type text]

Reimbursement claims for subsistence (meals and lodging) are to be reported on travel expense statements by date, location, and amount for each meal and lodging claimed. An individual taking annual leave while away from headquarters on official business is not entitled to subsistence for the period of the leave. With certain exceptions, reimbursement for subsistence within a 50-mile radius (or the county) of a person's home office or residence is not allowable. Out-of-state travel expenses for meals and lodging may exceed the following limits for travel within the state, but they should be reasonable and any unusual amounts should be justified.

High Cost Area

Employees traveling in high cost areas may be entitled to meal reimbursement exceeding \$28.00 per day. The Federal Per Diem Rates will be used to identify high cost areas. High cost areas within the State of Georgia are as follows: Atlanta - \$36; Brunswick - \$36; Jekyll Island - \$36; Savannah - \$36; and St Simons - \$36. (Breakfast \$7.00, Lunch \$9.00 and Dinner \$20.00)

1. Meals

Reimbursement will be made on the per diem amount based on eligible meals only. Expenses for three meals at a rate of not more than \$28.00 per day, including taxes and tips, is allowed. Reimbursement of claims for fewer than three meals per day should be evaluated in terms of the daily limit and is left to the discretion of each institution. In normal circumstances it is expected that dinner should cost more than lunch and lunch more than breakfast. Reimbursement for tips will be allowed according to the Attorney General's Opinion 70-28 dated March 6, 1970; tips should be included in the price of each meal.

Meal Expenses Associated with Overnight Travel

Employees traveling overnight may be reimbursed for the actual cost of meals, within the maximum limits established in these travel regulations. Limits are based on the length of day that an employee is officially on travel status. The following limits apply to meal reimbursement.

Breakfast - \$6.00

Lunch - \$7.00

Dinner - \$15.00

Generally, employees who travel overnight should not be reimbursed for three full meals on the day of departure or return. The following guidelines apply to reimbursement of meal expenses for these days: Employees may only be reimbursed for the meals purchased while officially on travel status. (For example, if an employee departs at 3:00 p.m., the employee should not claim breakfast or lunch expenses for the day of departure.) Employees may be reimbursed for meal expenses incurred within the 50-mile radius, provided the travel destination is more than 50 miles.

[Type text]

Employees who depart for an overnight trip prior to 6:30 a.m. are entitled to reimbursement for breakfast expenses, provided an expense was incurred. Employees who return from an overnight trip later than 7:30 p.m. are entitled to reimbursement for dinner expenses, provided an expense was incurred.

Employees traveling outside Georgia should make every effort to remain within the meal limits described in these travel regulations. However, employees may experience some high cost areas which cause the employee to exceed the authorized meal expenses. Employees who experience this situation should refer to the Federal Per Diem Rates. This listing should be used as a guide to determine appropriate meal expenses for various cities throughout the United States. Meal expenses associated with travel to high cost areas should be approved prior to the trip.

Meal Expenses NOT Associated with Overnight Travel

Employees who are required to travel for their job and do not stay overnight may be reimbursed for certain meal expenses under the following situations:

Employees acting as an official representative for their institution may be reimbursed for meals which are an integral part of a scheduled, official meeting. Reimbursement is only authorized, however, if the meeting is with persons outside the employee's department and if the meeting continues during the meal. Employees cannot be reimbursed for meal expenses if they leave the premises of the meeting site.

Employees may be reimbursed for a noon meal if the meal is a scheduled part of an intra-institutional meeting or training session (i.e., the meeting or training session continues during lunch and the employees do not leave the premises of the meeting site). Reimbursement is only authorized, however, if the meeting or training session was previously approved by the appropriate official, equaled or exceeded six hours in length, and was held more than 50 miles from the employee's office. Reimbursement for the meal expenses may be documented by a copy of the formal written agenda.

Employees may be reimbursed for noon meals that are part of required registration fee.

Employees who are more than 50 miles away from home or headquarters on a work assignment and are away for more than 13 hours may be reimbursed for meals, even when there is no overnight lodging. In this situation, employees are entitled to reimbursement for the noon meal. In addition, employees who depart prior to 6:30 a.m. are entitled to reimbursement for breakfast expenses, and employees who return later than 7:30 p.m. are entitled to reimbursement for dinner expenses.

Employees, who are more than 50 miles away from home or headquarters on a work assignment and depart prior to 5:30 a.m., are entitled to reimbursement for breakfast expenses, even when there is no overnight lodging. Employees who are reimbursed for any of these circumstances are still expected to remain within the authorized meal limits. Expenses which exceed the authorized amounts should be explained on the travel expense statement. Individuals responsible for approving travel expenses should review these explanations to determine whether the higher costs are justified and allowable.

[Type text]

Meal Expenses Incurred While Taking Leave - Employees who take annual leave while on travel status may not be reimbursed for meal expenses incurred during the period of leave.

Required Documentation of Meal Expenses

All meal expenses must be itemized on the employee travel expense statement, indicating the date, location, and the actual cost of each meal. Taxes and tips are also reimbursable; however, they should be included in the total meal cost subject to the authorized limits. Receipts for meals are not required. However, expenses which exceed the authorized meal limits should be explained on the expense statement. Individuals responsible for approving travel expenses should review these explanations to determine whether the higher costs are justified and allowable.

2. Lodging

Employees who travel more than 50 miles (and outside the county) of their home office, residence, or headquarters may be reimbursed for lodging expenses associated with overnight travel.

Employees will be reimbursed for the actual lodging expenses, provided the expenses are reasonable. Each agency may establish its own policy regarding the maximum reasonable rates for overnight lodging.

It is expected that reservations will be made in advance whenever practical, that minimum rate accommodations will be utilized, that "deluxe" hotels and motels will be avoided, and that commercial rates will be obtained whenever possible. Many hotels and motels grant commercial rates upon request to State employees who show identification. These rates may be exceeded, but must be justified, if an employee stays at a higher cost hotel where a meeting is held in order to avoid excessive transportation costs between a lower cost hotel and the location of the meeting, or for the safety of the individual.

Authorization for Lodging within the 50-Mile Radius

On occasions, institutions are required to sponsor conferences, trade shows, and other functions which require personnel to work at the event. In many cases, the persons planning and coordinating the event reside or work less than 50 miles from the scheduled meeting site. The Budget Office must approve overnight travel for such persons who are coordinating institution sponsored events, provided the affected employees are required to begin work within nine hours of completing the previous day's activities. In addition to mileage, affected employees may be reimbursed for meals and lodging in accordance with the provisions of the Travel Regulations.

The following information is required for GPC Budget Office approval: name of the employee, date and purpose of the event, responsibilities at the event, and the approval of the immediate supervisor. Authorization for such travel must be done in advance of the scheduled event.

[Type text]

It should be noted that this provision only applies to conference and other institution sponsored events that occur. This provision does not authorize persons to claim travel reimbursement for activities which are part of their normal responsibilities. In addition, this provision would not apply for persons who are required to attend evening meetings as part of their normal responsibilities.

Georgia Excise Tax - Section 48-13-51 of the Official Code of Georgia Annotated exempts Georgia state or local government officials or employees traveling on official business within the State of Georgia from paying the county or municipal excise tax on lodging. However, sales tax should continue to be charged since the payment of hotel or motel bill by employees is not considered to be payment directly by warrant on state appropriated funds. This tax exemption should be explained at the time reservations are made.

Some difficulty may be encountered in communicating with the hotel or motel that state employees are exempt from the excise tax. The Georgia Excise Tax Form should be presented to the hotel or motel to provide documentation that the identified employee is on official state business and qualifies for exemption. For your convenience, the form will be provided when the Prior Approval for Travel is returned to the department. The form can also be printed from the GPC web site. It should be noted that the provisions of this exemption only apply to lodging expense incurred while traveling on official business and that any personal lodging expense (even if incurred at the same hotel or motel, before or after the official business related travel) would not qualify for the exemption.

If the hotel refuses to accept the tax-exempt form at check-in, the employee should attempt to resolve the issue with the hotel management before checking out at the end of their stay. If the matter is not resolved by the time the employee checks out, the employee should pay the tax. The employee should explain the payment of the tax as an unusual expense on their travel expense statement

Shared Lodging - When a room is shared with other college employees on travel status, reimbursement will be calculated on a pro rata share of the total cost; however, when a pro rata share of lodging cost is claimed, the expense statement must show the name or names of the employees with whom the room is shared. The simplest method would be for each employee to ask for a separate bill for his share of the room cost. An individual on travel status accompanied by husband, wife, or other individual who is not an employee on travel status will only be entitled to reimbursement at the single room rate.

TRANSPORTATION

1. Vehicle Use Regulations

[Type text]

A traveler will be authorized to choose between a personal vehicle and common carrier after careful analysis of the distance, timeliness and overall costs of a trip.

Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized. Use of a private aircraft will be left to the discretion of the Executive Vice President of Financial and Administrative Affairs.

Reimbursement for transportation expenses incurred when using personally owned vehicles will be at the legally authorized rate per mile for the actual number of miles traveled in the performance of official duties. Effective April 1, 2008, the mileage rate is \$0.505 per mile, February 1, 2007 thru March 31, 2008 the mileage rate is \$0.485 per mile. The initial point of departure during an employee's normal workweek shall be the individual's residence or headquarters, whichever is nearer the destination point. The initial point of departure on weekends or holidays, however, should be the individual's actual point of departure. No transportation costs will be allowed between an employee's place of residence and his official headquarters. Reimbursement will not be allowed for expenses other than those incurred by the employee on travel status. Payments to friends or other individuals will not be allowed. Employees should attempt to travel together when applicable.

(TRAVEL TIP – For travel directions, maps, and actual mileage check out the Internet address www.mapquest.com.)

Actual odometer readings will be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement may be made. Claims exceeding mileage computed by the most direct route from the point of departure to the destination (due to field visits, picking up passengers, etc.) must be explained on the Travel Expense Statement.

Campus Mileage - An employee on required College business will be reimbursed for local mileage provided these miles are in excess of the daily commute between home and office. It is not necessary to include odometer reading on campus-to-campus mileage. Reimbursement for local campus travel will be limited to the following:

Alpharetta to Clarkston	30	Dunwoody to Alpharetta	14
Alpharetta to Decatur	37	Dunwoody to Clarkston	13
Alpharetta to Dunwoody	14	Dunwoody to Decatur	22
Alpharetta to Gwinnett	19	Dunwoody to Gwinnett	22
Alpharetta to Newton	41	Dunwoody to Newton	35
Alpharetta to Lakeside	24	Dunwoody to Lakeside	9
Clarkston to Alpharetta	30	Gwinnett to Alpharetta	19
Clarkston to Decatur	10	Gwinnett to Clarkston	24
Clarkston to Dunwoody	13	Gwinnett to Decatur	34
Clarkston to Gwinnett	24	Gwinnett to Dunwoody	22

[Type text]

Clarkston to Newton	40	Gwinnett to Newton	25
Clarkston to Lakeside	4	Gwinnett to Lakeside	22
Decatur to Alpharetta	37	Newton to Alpharetta	63
Decatur to Clarkston	10	Newton to Clarkston	40
Decatur to Dunwoody	22	Newton to Decatur	35
Decatur to Gwinnett	34	Newton to Dunwoody	51
Decatur to Newton	35	Newton to Gwinnett	37
Decatur to Lakeside	13	Newton to Lakeside	43
Lakeside to Clarkston	4	Lakeside to Decatur	13
Lakeside to Dunwoody	9	Lakeside to Gwinnett	22
Lakeside to Alpharetta	24	Lakeside to Newton	43

Claims for local mileage must show points visited and the return location. A point-to-point explanation is required.

Parking/Tolls - The authorized mileage rate is to include the normal expenses incurred in the operation of a personal vehicle. In addition, parking and toll expenses will be paid for official travel in a personal or state vehicle. (Low-cost long-term parking or automobile storage should be used.) Receipts for parking and toll expenses should be provided when possible; if not available, a written explanation must be made on the expense statement.

Rental Vehicles - Use of commercially leased vehicles will be left to the discretion of the supervisor and must be approved prior to departure. Commercially leased vehicles should be obtained from the state contracted rental agency according to the conditions of the State Contract http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_menu.jsp (No. S-030293 Automotive Rental). Employees will be reimbursed for costs associated with official use of such vehicles. Personal accident insurance on rental vehicles is not reimbursable. Employees who are able to obtain lower rates through other companies should use these other companies to rent their vehicles.

State Vehicles - Employees traveling in state vehicles (from the state motor pool) should purchase gas at state owned facilities when feasible. All such purchases should be made with a state credit card.

Ride Share - Employees sharing a ride with another state employee using either a state or personal vehicle, and not claiming reimbursement for mileage, should indicate in the automobile record section of the expense statement the name of the person they rode with and the dates of the trips. Those utilizing state owned aircraft should also indicate such as a mode of transportation.

2. Commercial Air Transportation

[Type text]

Employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. Employees who require air travel should obtain the lowest available airfare to the specified destination, which may include the use of the Internet, a travel agency, or the State airfare contract. Information on State contracted rates are available at the web site

http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_menu.jsp (No. S-030643 Airfares). It should be noted that employees are not required to use the statewide contract when lower fares can be obtained through another airline. The contracted airline should, however, be offered the opportunity to meet the lower fare. Employees are also not required to use the statewide contract if the contracted flight is not non-stop and the contracted flight would cause the employee undue hardship or would conflict with the employee's schedule. (TRAVEL TIP - Check the Internet at www.orbitz.com , www.airfares.com , etc. for flight options and prices. If you find a lower fare than a quote received from American Express, give them the flight numbers and see if they can meet the price.)

Reimbursement will be made upon presentation of a ticket stub, receipts, or other documentary evidence of expenditure via the Travel Expense Statement upon completion of trip. According to law (1978 S.B. 73, Act 1369), officials or employees traveling by commercial air carrier will not be reimbursed for that portion of non-coach (first-class, business class) air fare which exceeds the cost lowest fare for the flight on which such official or employee is traveling unless: space is not otherwise available; a licensed medical practitioner certifies that because of a person's mental or physical condition specific air travel arrangements are required; the Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons. Prior written approval by the Executive Vice President for Financial and Educational Affairs is required on the above exceptions.

Upgrades to Non-Coach Travel - State officials or employees may, at any time, use personal frequent flyer miles or similar programs to upgrade to non-coach travel. In addition, nothing in this policy shall preclude a state official or employee from personally paying for an upgrade to non-coach travel.

For purposes of conducting official state business, state officials or employees may negotiate or arrange for upgrades to non-coach travel with individual commercial carriers if:

The flight is international and over five hours in duration, and the carrier agrees not to charge any additional cost to the state.

Indemnification Received Due to Travel Inconveniences Imposed by Airlines - Occasions may arise when airlines overbook, change, delay or cancel flights, thereby imposing travel inconveniences on their passengers. In these instances, airlines often offer the impacted passengers indemnification for these inconveniences. Examples of indemnification that may be offered by an airline include vouchers for meals or lodging, upgrades to non-coach travel, and credits toward future flight costs. State employees are authorized to accept such indemnification if the travel inconvenience was imposed by the airline and there is no additional cost to the state.

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Airline Cancellations - Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the institution's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the institution. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the institution will be obligated to pay the penalties and charges.

Airline Departure and Return - When traveling by common carrier to conduct official State business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the institution of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the appropriate authority, the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in salary and additional subsistence. Prior approval by the Finance Department is required.

Airline Reservations - Airline reservations can be handled by American Express Travel Services. Many travel agencies now charge fees (usually around \$35) for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs.

Travel agencies used for making travel arrangements should not be related to the employee making, authorizing, or approving the arrangements. The travel agencies should also not be related to the employee actually traveling. A "related" party would include any members of the employee's family or any organizations in which the employee or his/her family members have a financial interest. The purpose for not using such travel agencies is to maintain the institution's integrity in financial matters. It is important that the actions of all State agencies be above reproach.

Travel by Railroad - State agencies may reimburse employees for the actual cost of rail transportation, provided the appropriate personnel authorized the travel expense in advance. Employees traveling by rail are encouraged to obtain the lowest possible fare. This is not a statewide contract for transportation by rail.

Mass Transportation - Transportation by bus, taxi, or airport van will be reimbursed between the individual's departure point and the common carrier's departure point; between the common carrier's arrival point and the individual's lodging or meeting place; and between the lodging and meeting places if at different locations. It is expected that airport vans will be utilized when available, when arrival or departure is during daylight hours, and when they are the lowest cost alternative. Although receipts are not necessary for such items of transportation, a point-to-point explanation is required for each such item reimbursed.

Required Documentation of Expenses - All travel by rented or public transportation must be recorded on the employee travel expense statement. Employees requesting reimbursement must submit receipts for travel by commercial air carrier or railroad and

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for the cost of rental vehicles. Although receipts are recommended, employees are not required to submit receipts for travel by mass transportation, taxi, or airport vans. However, a point-to-point explanation is required for each item reimbursed. All transportation expenses should be itemized on the employee travel expense statement.

3. Private Aircraft

Use of personal aircraft (owned or leased) will be authorized only after a careful analysis of the distance, timeliness, and overall cost factors of a trip have been considered. Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized. If a private aircraft is used, reimbursement will be at the rate authorized for use of a personal vehicle (\$0.505 per road mile) for the most direct route from the employee's residence or headquarters to the destination point (s), whichever is nearer.

MISCELLANEOUS EXPENSES

Registration Fees - Registration fees required for participation in workshops, seminars or conferences which an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or copy of a check showing payment. Any part of registration fees applicable to meals will be reported as a meal expense and not as a registration fee, if the costs can be separately identified. Registration fees may be prepaid. A payment request and two copies of the registration form must be submitted with the Prior Approval for Travel.

Baggage Handling Services - Employees may be reimbursed for expenses associated with baggage handling services when an expense is actually incurred in moving luggage into or out of lodging places, common carriers, and/or airports, and when such expense was necessary. Employees should not be reimbursed for such expenses when they choose to use baggage handling services as a convenience to them.

Telephone/Telegraph/Fax Expenses - Expenses for official business telephone, telegraph or facsimile messages which must be paid for by the traveler are allowed. Personal calls made while on travel status are not reimbursable.

Stationary/Supplies/Postage Expenses - Expenses for stationery, supplies, and stenographic or duplicating services may be allowed if reasonable. Postage expense incurred relative to travel will be allowed. Claims should be explained on the travel reimbursement statement. Receipts or invoices should accompany the travel expense statement.

Unallowable Expenses - The following expenses are not reimbursable unless specific legal authority has been established: Laundry; Tipping for hotel concierge or maid service; Valet service for parking, when self-parking options are available; Theater; Entertainment; and Alcoholic Beverages.

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REIMBURSEMENT PROCEDURES

Responsibility for appropriate audit, approval, and reimbursement of Travel Expense Statements is vested in the Executive Vice President for Financial and Administrative Affairs or designated representative of the institution. Georgia Perimeter College Finance personnel will process completed and approved travel statements in an expeditious manner. Reimbursement for local travel mileage will be processed the 20th of each month. All other claims for reimbursement will be processed weekly. Each Travel Expense Statement must be approved by the employee's supervisor before submission to the Budget Office.

In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the department manager. Travel expense statements cannot be resubmitted at a later date or at year-end for additional reimbursement.

The travel expense statement must be submitted to Finance within 60 days of the trip. Due to year-end closeout procedures, a specific date will be established during the last quarter of the fiscal year. Travel expense statements received after the designated date will not be subject to reimbursement in the current fiscal year. Travel Expense Statements received after the cutoff date will be charged to the subsequent fiscal year.

Forms for travel reimbursement shall be the standard forms approved for use by the University System. All forms, Prior Approval for Travel, Travel Expense Statement, Payment Request, and the Tax Exemption Certification are available on GPC Travel Information web site. No other forms will be accepted.

Georgia Perimeter College Business Procedures Manual

Travel Procedures, Section 7.2

There are three forms used in connection with the preparation and processing of travel:

1. [Prior Approval for Travel Authorization](#)
2. [Travel Expense Statement](#).
3. [Payment Request](#)

PRIOR APPROVAL FOR TRAVEL AUTHORIZATION

It should be noted that trips are not authorized until this form is properly approved. A specific authorization is required for each trip with the exception of local travel. Local travel will be defined as day-to-day trips within the metro Atlanta area that do not require registration fees. Local travel will be approved on an annual basis.

The format of the form is self-explanatory. The form must be completed in its entirety, with all required approvals, ten working days prior to the anticipated travel. Note that the account number of the department must be added to the upper right corner of the form. Travel expense will be charged to Account Code "640100", local travel 640500, whereas the payment of registration fees will be charged to "727130".

Upon returning from a trip, the employee should submit a completed Travel Expense Statement to the departmental budget manager. The departmental budget manager should review the expense statement for accuracy and compliance with travel regulations. If the statement is in order, the form should be signed and forwarded to the Budget Office, Decatur Campus.

TRAVEL EXPENSE STATEMENT

This form is to be completed by the individual traveler. Reimbursement to an individual may cover only those expenses pertaining to that individual; it may not include expenses pertaining to other individuals regardless of who paid the expense. Each individual must request his or her reimbursement. In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the department manager. Travel expense statements cannot be resubmitted at year-end for any additional reimbursement.

The travel expense statement must be submitted to the Budget Office within 60 days of the trip. Due to year-end closeout procedures, a specific date will be established during the last quarter of the fiscal year. Travel expense statements received after the designated date will not be subject to reimbursement. All receipts and paid bills must be original. Employees are required to sign their travel expense statements, attesting that the information presented on the form is accurate. Employees who provide false information are subject to criminal penalty of a felony for false statements, which is subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years.

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Travel Expense Statement Form Detailed Explanation -

1. Name and Social Security Number: Self-explanatory.
2. Title: Official Title.
3. Headquarters: Campus.
4. Account Number: Departmental Account Number.
5. Residence: Home Address.
6. Date: From date of departure to date returned.
7. Date Column: Date expense incurred.
8. Time departed/arrived column: Time of day departed and time of day returned from trip. Only one blank in this column for "departed" and one blank for "arrival" should be filled in for each complete trip. Days subsequent to trip departure and prior to trip return require no entry. This information must be provided.
9. Locations/points visited column: Self-explanatory.
10. Breakfast column: Amount spent for breakfast each day including tip.
11. Lunch column: Amount spent for lunch each day including tip. For additional information see the regulations concerning the noon meal in Section 328.10.
12. Dinner column: Amount spent for dinner each day including tip. NOTE: If meals are provided as part of a registration fee, a meal allotment is not allowed for that same period.
13. Lodging column: Amount spent for lodging must be attached to the Travel Expense Statement. An original receipt for lodging must be attached to Travel Expense Statement. When a room is shared with other state employees on travel status, reimbursement will be calculated on a pro rata share of the total cost. A College employee on travel status, if accompanied by someone, who is not a state employee on travel status, would be entitled to reimbursement at a single room rate. The hotel or motel receipt should indicate the amount for a single room rate.
14. Total column: Total breakfast, lunch, dinner and lodging for each day.
15. State use mileage: If transportation is by personal auto, the total mileage is brought forward from the back side of the form and multiplied by the mileage rate to arrive at the amount to be entered in the blank so designated.
16. Common carrier, taxi/limousine: If transportation is by common carrier, taxi/limousine, or authorized rental vehicle, the total is brought forward from the backside of the form and entered in the blank so designated. The amount for air travel or other expenses charged directly to the College should not be included in the total. These expenses should be listed as memo items only.
17. Total travel expense: The column is totaled in this space.
18. Miscellaneous expenses: Detail on the backside of the form is brought forward and entered in the box so designated
19. Grand total: The total travel expense and miscellaneous expenses to be reimbursed should be entered in this box.
20. Automobile mileage record: a. REQUIRED - Georgia license no. of car: License number of auto used. b. Period ending: Self-explanatory. c. Total state use miles is carried forward to the front side of the form. A continuation form may also be used to record the mileage for additional local trips. Copies may be made of the form in the travel book.

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21. Purpose of trip: Statement of the reason for the travel and the type of business conducted. Check the appropriate box for local travel.
22. Common carrier, taxi/limousine: The expenditures for all forms of transportation except for personal vehicle mileage should be itemized in this space. Receipts in support of Common Carrier expense must be attached (including tickets prepaid by the College). A receipt for an authorized vehicle rental must be attached to the Travel Expense Statement.
23. Miscellaneous: Except for telephone calls and toll fees, receipts must be attached. Registration fees, parking and toll fees are examples of miscellaneous.

Automobile Mileage Record

GEORGIA LICENSE NO. OF CAR _____ PERIOD ENDING _____

Prepare daily, using a separate block for each day's travel and for each departure from headquarters

Date	DAILY TRAVEL (Points visited)	ODOMETER READING		MILES TRAVELED		
		Starting	Ending	Miles Daily	Personal Use	State Use
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
TOTAL MILES TRAVELED				0.00	0.00	0.00
Transfer total State use miles to travel expense section (front side) for computation of amount at the prescribed State mileage rate.						

PURPOSE OF TRIP: (Attach prior approval form if applicable)

If traveling under a standing authorization for local travel, please check

Date	COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)	Amount	Date	MISCELLANEOUS (Explain, attach receipts except for tele and teleg)	AMOUNT
TOTAL AMOUNT (Enter in appropriate line of expense section on other side)		\$0.00	TOTAL AMOUNT (Enter in appropriate line of expense section on other side)		\$0.00

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Special Allocation Request Form

To assure timely deliberations and a ruling on requests, all required materials should be submitted to the Office of Student Life at least thirty (30) days in advance of an event. The following criteria will be used to determine eligibility of campus program using student activity funds.

1. Programs must be open to all students of GPC.
2. Programs must support the mission and vision of the College.
3. Programs should promote co-curricular learning, personal growth and development, leadership development, volunteer or community service.
4. Programs should attempt to partner with existing clubs and organizations.

TYPE OF REQUEST: Campus _____ College-Wide _____

Contact Person: _____

Contact Person's Phone #: _____ Contact Person's Email: _____

Date of Event: _____ Event: _____

Location of Event: _____ Time of Event: _____

Amount Requested: _____ No: _____ Yes: _____

Is the event co-sponsored by a campus club or organization? If yes, please provide the name of the club/organization and the advisor's information:

Club / Organization: _____

Advisor's name and e-mail contact: _____

How will the funds be used? _____

Would you like to present your request in person? _____

Please briefly explain how the event will promote student development?

For Office Use Only

Hearing Date:

Request Submitted By:

Representative who will present the request:

Amount Approved: _____ Amount requested: _____

SGA's Decision: Approved Approved with changes Denied

If approved, the following account will be charged: _____

If denied, please state reason:

SGA President's Signature: _____ Date: _____

SGA Treasurer's Signature: _____ Date: _____

Director of Student Life: _____ Date: _____

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