

**HIGH POINT UNIVERSITY**

**THE PREMIER LIFE SKILLS UNIVERSITY**

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**Graduate Student Government Association**



**GSGA Refresher, Fall 2024**  
**Travel Policy & Guidelines**

# General Guidelines

- Any GSGA student group wishing to attend an off-campus event (a.k.a. travel), on-campus conference or virtual event will need to follow this process if using University funds.
- BOTH the Advisor and Student Leadership play key roles. It is a partnership!



# The WHY

- Consistency with the overall University travel policy.
- Provides travel data to the University for annual planning.
- Ensures students, faculty and staff have a consistent and safe experience in accordance with our University mission.
- Maximizes University funds allocated to GSGA.
- Better transaction processing without the need for upfront costs to the student, faculty or staff.

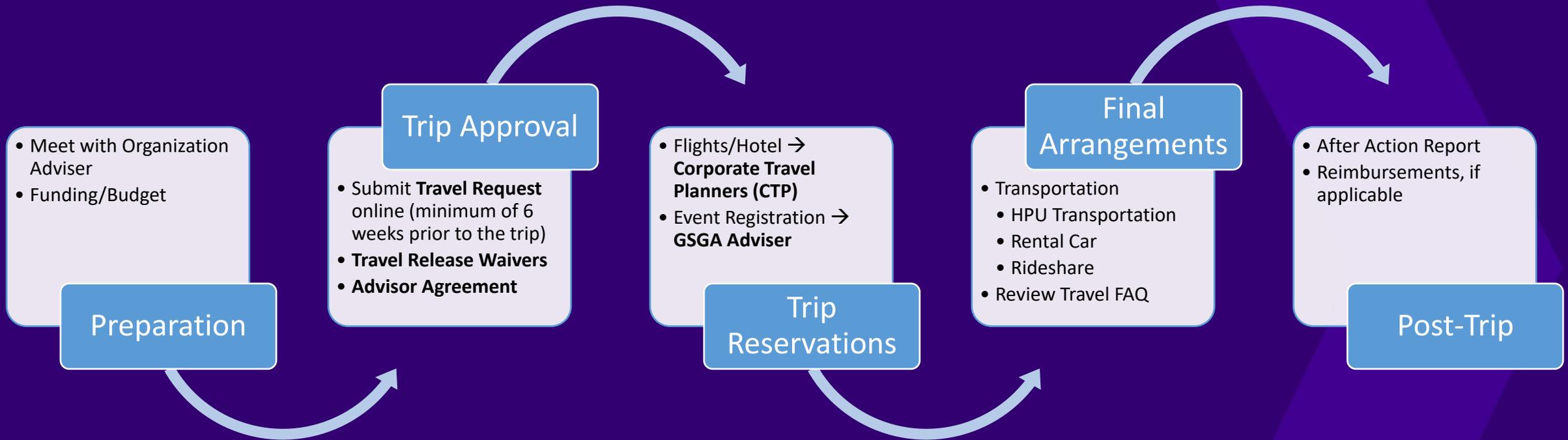


# What is included?

- Accommodations
- Transportation
  - Air
  - Train
  - Bus / Shuttle / Rental Car
- Registration and Event Fees
- Waivers



# Travel Process Checklist



All travel-related requests should be submitted a minimum of six weeks prior to the first date of travel. This includes all bills, finance requests, transportation requests, travel arrangements, etc. Any travel requests made after the recommended window are not guaranteed and organizations will accept any funds lost due to incomplete and/or late travel arrangements.

- Local Event – 6 weeks
- Overnight Travel (drivable distance) – 6 weeks
- Overnight Travel (air/train) – 6-8 weeks
- International Travel – 10-12 weeks

# Phase 1: PREPARATION

- **Meet with your Organization Advisor** to review the details of your proposed trip.
  - Confirm the HPU Faculty/Staff chaperone who will travel with the group.  
\*Note: If your advisor is NOT able to travel with the group, then it is their responsibility to secure an alternate chaperon who is an approved HPU Faculty/Staff member.
  - Determine logistics for the trip, including transportation, lodging, event registration and more.
  - Collect information on students who will be participating in the trip. (i.e., full name, birthdate, cell phone number, HPU email address, gender, state of residency)
- **Funding/Budget** - Set a budget for the trip and identify your funding source(s).
  - Organization Funding (fund balance from dues or fundraising)
  - GSGS Funding via a Bill Submission ([online](#)).
  - Student Contributions  
\*Note: Use the Student Contribution Calculator spreadsheet.
  - Advisor/Chaperone expenses (i.e., event registration, lodging, transportation) should be covered by the organization or GSGA Bill. \$40.00/day for meals. No alcohol.

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Instructions:

- 1) Enter the total BILL AMOUNT (total cost of all expenses) into the highlighted cell below.
- 2) If more than 30 students are attending, enter the total number attending in the highlighted cell beside OTHER AMOUNT below.
- 3) Go down to the number attending to identify the total cost per person of the bill and the calculated Student Contribution.

Example:

Bill amount is \$10,000 and 12 students are attending. The total cost per student is \$833.00 with a Student Contribution of \$129.00.

# People Attending (not including advisor)	Bill Amount (per person)	Student Contribution (per person)
1	\$ -	\$ 25
2	\$ -	\$ 25
3	\$ -	\$ 25
4	\$ -	\$ 25
5	\$ -	\$ 25
6	\$ -	\$ 25
7	\$ -	\$ 25
8	\$ -	\$ 25
9	\$ -	\$ 25
10	\$ -	\$ 25
11	\$ -	\$ 25
12	\$ -	\$ 25
13	\$ -	\$ 25
14	\$ -	\$ 25
15	\$ -	\$ 25

<b>Bill Amount =</b>	\$	-
Minimum	\$	25.00
Maximum	\$	-

# Phase 2: SECURE TRIP APPROVAL

- **Submit Your Travel Request (online)** a minimum of six weeks in advance of your trip. This online form includes the following items:
  - Club/Organization Information
  - Chaperone Information
  - Travel Service(s) Requested
  - Traveler Information
  - Logistics of the proposed trip (i.e., flights, lodging, registration fees)
  - Student Travel Release Waiver completed **online** by all travelers for any overnight trip, domestic or international.
  - Advisor Agreement(s) completed **online** by all chaperones.
- **GSGA Advisor** reviews the submission. Approval or denial (with feedback) will be provided by email. When approved, proceed to Phase 3.

# Phase 3: TRIP RESERVATIONS

- **Flights and Lodging**

- GSGA Advisor will provide your organization or program advisor the contact for CTP (Travel Planers).
- Advisor contacts CTP (Travel Planers) by filling out the Group Travel Link. *CTP will acknowledge receipt of the request within 24 hours and assign a group agent. The agent will respond with a proposal within 24-72 hours, depending on the complexity of the request.*

- **Event Registration(s) and Other Pre-Paid Expenses**

- Coordinate these with the GSGA Advisor directly for payments to be made using an approved University form of payment.
- \*Note: Please copy the GSGA Advisor on all reservation emails.

- **Credit Card Authorization Forms**

- **Student Contributions**

- Collect your student contributions via cash, check or HPU Passport.
- Deposit them with the GSGA Advisor using the appropriate deposit form(s).



## Group Travel Request Form

Organization Name \*

Group Name \*

How many traveling in group? \*

Name of Contact requesting travel \*

First

Last

Email of Contact requesting travel \*

Phone of Contact requesting travel \*

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### Travel Request Details

Please select and provide details for travel arrangements needed.

#### Travel Services Needed (check all that apply)

- Air
- Hotel
- Ground Transportation
- Meeting Space

#### Will attendees fly from different airports?

- Yes
- No

#### Upload a File (e.g. schedules, itinerary, etc...)

Select Files

#### Additional Notes, preferred carriers, hotels, or charters

# General Deposit Report

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### Deposit Form for Events, Activities, Fundraisers & Sales

#### Step 1 – Information

Date of Deposit  Account Number:   
(X – XXXXXX – XXXXX)

Department, Organization or Club

Is the organization governed by the Panhellenic, IFC or National Panhellenic Council (NPHC)?

Event or Sale Name

Date of Sale

Did you charge admission?

Did you sell goods (t-shirts, baked goods, etc.)?

#### Part B

Enter the total amount of cash/checks to be deposited into HPU bank account (do not include Passport):

Admissions Charges	<input type="text"/>	(a)
Sales of Goods	<input type="text"/>	(b)
Total	<u>\$ 0.00</u>	
Other	<input type="text"/>	(c)
Total Deposit Amount	<u>\$ 0.00</u>	(a) + (b) + (c)

Sales Tax will be calculated and remitted on the total of (a) + (b) above to the NC Department of Revenue by the HPU Business Office.

Enter the following:

Total Cash	\$ <input type="text"/>
Total Checks	\$ <input type="text"/>
Total Deposit Amount	\$ <u>0.00</u> (Must equal the above Total Deposit Amount)

#### Part C

Did you use an HPU Passport Card Reader to collect funds for this event or sale?

Enter the total amount of HPU Passport charges processed \$

Submitted by	<input type="text"/>	Signature
Reviewed by	<input type="text"/>	Signature

Please note: this deposit form must be submitted for all events, activities and sales of goods or merchandise regardless of the purpose – this includes fundraisers.

# Phase 4: FINAL ARRANGEMENTS

- **Ground Transportation via HPU Transportation**

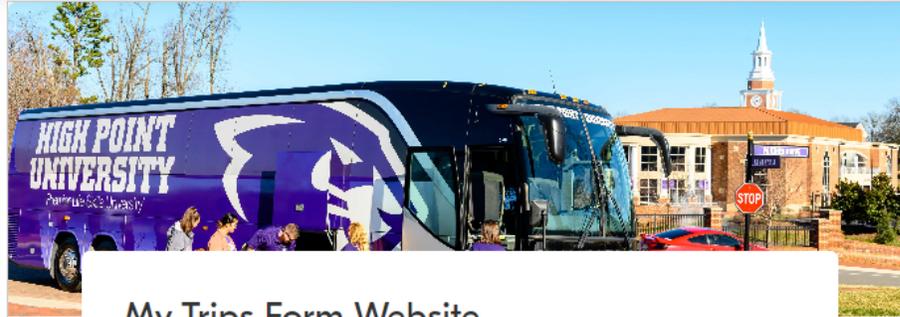
- Your organization advisor may arrange any ground transportation needs through HPU Transportation. There are many modes available. Advisors must submit the request using the TRIP System.
- Airport Shuttle (GSO, RDU and CLT airports only)
- HPU Shuttle/Bus
- Rental Cars – Enterprise is a preferred vendor for HPU.

- **Rideshare / Local Ground Transportation at Destination**

- All ground transportation needs at the destination location can be coordinated by the travelers and paid via reimbursement post-event. Be sure to keep all receipts for reimbursement.



- Review the **Student Organization Travel Issues FAQ**



### My Trips Form Website

Schedule Transportation for Your Next Trip. This form is for Faculty and Staff ONLY. If you are an HPU student, please contact Campus Concierge for transportation information. 336-841-4636

Your Name \*

Your Phone Number \*

Your HPU Email \*

Purpose of Trip \*

# Phase 5: POST-TRIP

- **Reimbursements may be submitted within one week of returning from your trip.**
  - GSGA Finance Request ([online](#))
  - GSGA Travel Expense Worksheet with detailed receipts
  - All documentation must be provided for reimbursement to be approved.
  - Examples:
    - Advisor reimbursements need to be submitted by the Organization Treasurer. It is the organization's responsibility.
    - Bus, metro, ride share
    - Incidentals, if there is a need.
- **Complete an After-Action Report (AAR)** with the GSGA Treasurer and Advisor after completing all financial reconciliations.

# Missing Receipt Form

## Missing Receipt Disclosure Form

1	Name												
2	Department/Organization												
3	Transaction Date												
4	Vendor Name												
5	Detail of Expense(s)												
6	Explanation <i>Describe why you do not have a receipt.</i>												
Receipt Amount												\$	
7	Fund (X)	Department Code (XXXXXX)					Object Code (XXXXX)				Amount		
<b>Certification</b>													
I, <input type="text"/>													
certify that the foregoing transaction receipt is not available or obtainable. The information above is true and accurate, and the amount shown is legally due. In addition, I certify that the claimed expenses were expended for High Point University business purposes only.													
Signature	<input type="text"/>					<input type="text"/>				<input type="text"/>			
	Print Name					Signature				Date			
Approval Signature (Required)	<input type="text"/>					<input type="text"/>				<input type="text"/>			
	Print Name					Signature				Date			

Please note that an attempt must be made to obtain a receipt from the vendor prior to completing this form.