



Massachusetts College of Liberal Arts

A&F Procedure for Travel Courses

November 2024

The following is meant to serve as a guide for faculty leading a travel course or travel with students on behalf of the college. All travel courses require prior approval by the Vice Provost of Academic Affairs as well as the Governance Committee. If there are any questions not addressed, please contact the Administration & Finance Office. Ideally, the following would occur after approval by governance, up to one year before travel:

- For international trips, connect with Viktoria to add destination to insurance policy. It provides coverage for catastrophic occurrences but does not include trip cancellation coverage. It is recommended to book free cancellation hotels/excursions if possible.
- Faculty must provide a general itinerary and budget
 - The budget requires approval by VP Glezjer (can be in email) to begin purchasing prepaid necessary travel expenses
 - The budget should include estimated costs per traveler, broken down by purpose i.e. meals, transportation, entrance fees, payment schedule, number of travelers
 - The budget should be estimated as close as possible, as there will not be refunds processed back to travelers
- Meals protocol:
 - Student Meals - two options
 1. Don't include the meal amount in the cost of the trip and be sure the students know they will be responsible for their own meals (with exception of the group meals).
 2. Include the meal estimate in the cost of the trip and the Bursar's Office will issue a "refund" to the students through BankMobile before the trip.
 - Faculty Meals - per the travel policy, because the faculty are traveling on behalf of the college, they are allowed up to the per diem amount with original itemized receipts. This will not be advanced and will be reimbursed upon their return. The college p-card should not be used for faculty meals on their own. The per diem rates are from the union contracts and are meant to be a supplement because they are travelling on behalf of the college
 - Group Meals – meals for the travel group dining together (faculty and students) may be purchased on a college credit card.
- Contingency funds protocol for faculty or trip leaders:
 - A&F can issue reasonable contingency checks to faculty with the requirement being they provide original receipts and return any unused cash. If there are items for which it is impossible to get a receipt, we will accept documentation including date, event, cost, and any other pertinent information.
- A&F will assign account code and share with faculty and Bursar's Office – the faculty will provide a list of travelers once known.
- Personal MCLA Credit Cards can be activated once budget is approved, or an A&F procurement card may be utilized by submitting a Purchase Requisition Form.

- Faculty must be sure that sufficient funds are available regardless of funding source to purchase prepaid travel expenses, i.e. flights, etc. by checking in with Bursar's office and A&F
- Keep consistent communication between A&F office, Bursar's office, and Faculty
- Upon return, Faculty may have multiple reconciliations to complete:
 - Credit Card Expense Report – see p-card policy. If using an A&F p-card, supply all itemized original receipts to A&F upon return.
 - Travel reimbursement form – see travel policy
 - Record of receipts for contingency funds, if applicable