

# BUSINESS OFFICE

## LLC Travel Planning Procedures

Revision Date 6/9/2022



FORT HAYS STATE  
UNIVERSITY

Forward thinking. World ready.

Prior to any expenses incurred, reservations made, or deposits, it is suggested that the LLC planning a trip contact Accounts Payable at 5948 or [apayable@fhsu.edu](mailto:apayable@fhsu.edu) to set up a time to review the plans for the trip and discuss the correct actions.

### **Step 1: Submit an LLC Travel Planning Form in the Workflow:**

- An LLC Travel Planning Form number will be assigned when the form is submitted. This number must be referenced on all future correspondence for the approved LLC trip.
- If marked “No” in the VPAF section on the LLC Travel Planning Form proceed to Step 3.
- If marked “Yes” in the VPAF section, the LLC Acknowledgement forms and W9s (or W8BENs for non-US citizens) will be required for all students for whom travel expenses will be paid.
- Accounts Payable (AP) will email the LLC Expense Template spreadsheet to the Faculty Advisor if expenses for possible 1099 (or 1042-S for non-US citizens) reporting for each traveler. Expenses should be added to the spreadsheet as they are incurred.
- AP will attach all receipts for the trip to the form as they process them.

### **Step 2: Before incurring any expenses, each student whom FHSU will pay expenses for must complete an LLC Acknowledgement form and W9 or W8BEN:**

- [LLC Acknowledgement form](#) is located on the Business Office webpage.
- [W9 Form](#) is located on the Business Office webpage.
- The LLC Travel Planning Form number must be reference on each form. Form must be kept secured until hand delivered to the Business Office.
- The total estimated cost of the student’s trip not paid by the student must be entered in the “Estimate of Student’s Share of Trip Costs” line on the LLC Acknowledgement form.
- If tax withholding is required for a non-US citizen, the **tax must be collected before the trip**. The withholding tax will be posted on the student’s account by Student Fiscal Services (SFS) for the student to pay. After the trip is finalized, any adjustment to the withholding tax will be made by SFS through the student account.
- SFS will notify AP of the name of the traveler and amount of withholding. AP will document in LLC Travel Planning Form. AP will notify SFS of the traveler’s final travel expense amount after auditing the trip. SFS will adjust the student account, if necessary, and notify the student and department of adjustment.

### **Step 3: Submit a Request for Cost Center Form in the Workflow to obtain a restricted fee state account for the LLC, if the LLC does not currently have an active state account:**

- All expenses for the trip should be paid through the LLC restricted fee account.
- Trip deposits collected from students traveling should be deposited in this account.

# BUSINESS OFFICE

## LLC Travel Planning Procedures

Revision Date 6/9/2022



FORT HAYS STATE  
UNIVERSITY

Forward thinking. World ready.

- If departments will be providing funds from their OOE cost center to the LLC trip, an email will need to be sent to the Budget and Planning Office, requesting a budget adjustment form from the department's OOE account to 10447. Then a Journal Entry should be submitted in Workday as follows:
  - Journal Source = Manual State Journal
  - Memo = Transfer funds from (Department's LLC Cost Center) to 10447 for LLC Trip name, destination, and dates
  - Credit LLC Restricted fee cost center using ledger account 766010 and revenue category R00181
  - Debit cost center 10447 using ledger account 766020 and revenue category of R00182
- If Foundation funds will be used, follow the Foundation check request procedures to request a check. The check should be deposited into the restricted fee account following SFS guidelines.

**Step 4: If fundraising is done by the LLC, a separate student activity account must be set up for these funds, Submit a Request for Cost Center in the Workflow to request a student activity account if the LLC does not currently have an active student activity account:**

- Any expenses incurred for fundraising must be charged to the student activity account.
- All revenue received from fundraising must be deposited in the student activity account.
- A Supplier Invoice must be submitted to move the funds from the activity account to the restricted fee state account.
- Trip expenses cannot be paid from the activity account.

**Step 5: All necessary Travel Receipt Form(s) must be started. The number of forms needed varies depending on types of expenses being paid. Contact AP for guidance.**

**Step 6: If the LLC Expense Template spreadsheet was emailed to you, add expenses to it as incurred:**

- This form will be used to allocate expenses paid to the travelers.

**Step 7: Email the LLC Expense Template spreadsheet to AP after all expenses for the trip have been entered, submit the Travel Receipt Form(s):**

- This form will be used to allocate expenses paid to the traveler.