

Living Learning Communities Travel Procedures

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 to set up a time to review the plans for the trip and discuss the correct actions.

Step 1. Submit a LLC Travel Planning form in Lotus Notes Workflow.

- A LLC Travel # will be assigned when the form is approved. 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 will email the LLC Expense Template spreadsheet to the Faculty Lead if W9 and W8BENs are required from the travelers. The spreadsheet will be used to track 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.
- Accounts Payable will attach all invoices and receipts for the trip to the form as they process them.

Step 2. Before incurring any expense, each student whom FHSU will pay expenses for must complete a LLC Acknowledgement form and W9 or W8BEN.

- LLC Acknowledgement form is at http://www.fhsu.edu/bus_off/LLC-Acknowledgement/.
- W9 form is at http://www.fhsu.edu/bus_off/w-9/.
- The LLC Travel # must be referenced 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 Trip Amount line.
- 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 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 an Account Request Form in LN 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.

- A Lotus Notes Journal Entry form should be submitted to transfer other state funds to the restricted fee account. For OOE accounts the transfer out will appear on the CDD reports as a budget adjustment. Following is for the completion of the Lotus Notes Journal Entry form for transfer from the department OOE account:
 - Line 1 org key should be 6330512035, object 766020, amount in debit column.
 - Line 2 org key should be LLC restricted fee account, object 766010, amount in credit column.
 - The explanation should be: Transfer funds from (enter department OOE account name and number) to restricted fee account (enter department name and number) for LLC trip to (destination).
 - Route Journal Entry through budget authority for department's OOE account, Philip Toepfer, and Larry Getty.
- 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 Student Fiscal Services guidelines.

Step 4. If fundraising is done by the LLC, a separate Student Activity Account must be set up for these funds. Submit an Account Request Form in LN 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 PR must be submitted to move the funds from the activity account to the restricted fee account.
- Trip expenses cannot be paid from the activity account.

Step 5. All necessary Travel Receipt forms must be started. The number of forms needed varies depending on types of expenses being paid. Contact Accounts Payable 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 Accounts Payable after all expenses for the trip have been entered, submit the travel receipt forms(s), and remit the receipts to the Business Office.

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