SOUTHEASTERN
UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

TITLE: FINANCIAL PROCEDURES FOR MISSIONS TRIPS
POLICY NUMBER:
EFFECTIVE DATE: APRIL 16, 2010
REVISION DATE: NOVEMBER 16, 2010
ACCREDITATION STANDARDS:

POLICY:

Prior to departure for any Southeastern University-sponsored Missions Trip, the appropriate steps must be followed to ensure that any funds collected for the trip are collected and funneled through the proper channels at Southeastern University and are used solely for the purposes specified by the donors.

PURPOSE:

To ensure that all funds collected for missions trips are appropriately recorded, managed and disbursed.

SCOPE:

This policy applies to all staff, faculty and students.

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

- Request to Establish a Temporary Restricted Account Form
- Check Requisition Form
- Expense Advance/Reimbursement Voucher
- W-9

PROCEDURES:

1. Determine your budget and the total amount you need to raise for the trip.
2. Use the *Request to Establish a Temporary Restricted Account Form* to receive a revenue and expense account number for the trip from the Assistant Controller in the Business Office.
3. People who give donations for a trip can receive a donation receipt. Please deposit money requiring a donation receipt with the Donor Relations Coordinator in the Development Office. Payments by students or monies collected that do not need

donation credit should be deposited with the Cashier in the Business Office. Use the revenue account number given to you by the Business Office when depositing money. Keep a record of all funds raised by student in order to reconcile to the Business Office records and in case a trip is canceled and refunds are needed.

4. Payment for expenses needs to be requested using a *Check Requisition Form* and given to the Accounts Payable Clerk in the Business Office. Include the vendor name, purpose, account number, check amount, authorized signature and an invoice from the vendor.
   a. The vendor is the person or business to whom the check is to be made out to. Verify with the Accounts Payable Clerk if the vendor has previously been set up in the computer system. If they have not, a *W-9* needs to be obtained from the vendor in order to set them up for payment.
   b. Use the expense account number given to you by the Business Office when requesting payment for expenses.
   c. The authorized signature needs to be by an approved employee of the University overseeing the trips.
   d. Check requests must be received no later than 3:30 pm on Monday in order to be picked up or mailed out by Friday of the same week. Please plan ahead and determine when checks will be needed and give yourself enough time to turn in the paperwork and receive the check. The Business Office prints checks only once a week.
   e. Cash advances cannot be given to students. If advances are needed, they will need to be requested by an approved employee of the University who is overseeing the trip and they will be responsible for how the funds are used and turning in receipts that reconcile.
5. Expense reimbursements need to be submitted with the *Expense Advance/Reimbursement Voucher*.
   a. Original receipts must be submitted with the *Expense Advance/Reimbursement Voucher*. If receipts are smaller than letter-size then they must be securely taped to a letter-sized piece of paper – attach receipts to ONE side of the paper only. Do not overlap receipts when taping them down so that all receipts are exposed and no dollar amounts are covered. Do not fold your receipts. Do not tape over any pertinent information on the receipt (name of business, date of transaction, amount of each item, and total due). Do not staple the receipts to the paper. Do not highlight or tape over amounts on the receipts because quite often the ink disappears and the receipts are no longer valid.
   b. Unreimbursable expenses include items not directly related to the mission trip, such as personal telephone calls, transportation, or any other personal expense.

   c. An approved employee of the University overseeing the trip must review the *Expense Advance/Reimbursement Voucher* and attached documentation before approving (by signing) the Voucher.
   d. Send the approved *Expense Advance/Reimbursement Voucher* and supporting documentation to the Business Office Administrative Assistant for auditing. Once the Business Office has approved the Expense Advance/Reimbursement Voucher, it is processed for payment.
6. Be sure to not spend more than the amount collected for the trip. If additional funds are received, they **cannot** be given to individual students for trip expenses. Funds donated are pooled for the trip and are not for the individual student. Additional funds can either be given to the mission organization you are working with or they may remain in the account for a future mission trip.
7. No funds may be spent unless the persons going on the trip have given Southeastern a non-refundable deposit sufficient to cover the expenditure.
8. Students cannot receive a refund for cancellation of a trip after the established deadline.
9. In the event that a trip is cancelled, refunds can be given for personal payments towards the trip. For all donations, the donor must be contacted and asked if they would like to transfer their donation to another trip. If they request that their money be refunded, the donor will need to return their donation receipt to Development. Once the receipt is received in the Development Office, a refund check will be issued to the donor.

APPROVAL:

DISTRIBUTION:

AUTHOR: