Student Activity Fee
Financial Codes

Georgia Perimeter College
Division of Student Affairs
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100. INTRODUCTION

The Georgia Perimeter College (GPC) Student Activity Fee Financial Codes are designed to provide guidance in the form of procedural directives that will be used for clarification, establishment of operational procedures and internal compliance.

Topics in this section include:

- Allocation of Student Activity Fees
- Annual SAF Budget Process
- Authority
- Budget Request Preparation
- Business Practices
- Definitions
- Funding Eligibility
- Internal Regulations/ Business Practice?
- Mandatory Student Fees
- Responsibilities of Funded Entities
- SAF supported salaries & positions
- Sanctions
- Special Request Process
- Supplemental Revenue
- Travel

101. MANDATORY STUDENT FEES (Board of Regents {BOR} Policy 7.3.2.1 rev. Jan 2010)

Mandatory student fees are defined as fees which are paid by all students as required by the Board of Regents or as assigned by the institution subject to approval by the Board of Regents. All mandatory fees shall, but not be limited to, intercollegiate athletic fees, student health services fees, transportation or parking fees (if the latter are charged to all students), student activity fees, technology fees, and facility fees. (BOR Minutes, January 2010) All mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective for the following fall semester. Exceptions to this requirement may be granted upon the recommendation of the Chancellor and the approval of the Board of Regents.

101.1 An institution may waive mandatory fees for students who are enrolled for fewer than six (6) credit hours. Alternatively, institutions may prorate mandatory fees on a per-credit-hour basis for students taking fewer than twelve (12) credit hours. Institutions may elect to reduce Board-approved mandatory fees for students enrolled in summer courses.

101.2 Proposals submitted by an institution to increase mandatory student fees and proposals to create new mandatory student fees shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BOR Minutes, June 2009). The committee shall include at least four students, who shall be appointed by the institution’s student government association. Institutions and student government associations should make a concerted
effort to include broad representation among the students appointed to the committee

101.3 All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BOR Minutes, June 2009). The committee shall include at least four students, who shall be appointed by the institution’s student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

101.4 Mandatory student fees shall be used exclusively to support the institution’s mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BOR Minutes, 1999-2000, p. 364).

101.5 The allocation and expenditure of student activity fees shall be determined by the college Student Activity Fee Budget Committee. Unexpended and unallocated funds remaining at the end of a fiscal year shall be carried over and remain in the SAF fund. The balance in the unallocated fund will be available for allocation and expenditure during the next fiscal year.

101.6 Board of Regents statutes establish that the President of the College has final veto authority over all SAF. The statute provides that the President may veto any line item or portion thereof within the budget. All unexpended SAF funds are subject to similar final College presidential authority. BOR 704.021

102. Purpose and Scope

102.1 Purpose of the Financial Code is to define a transparent operating practice that governs the distribution, use and expenditure of Student Activity Fees. The code is designed to endorse student involvement, define business practices, establish internal controls and ensure accountability of state award funds.

103. ACRONYMS AND TERMS

BOR: Board of Regents
CSAFBC: Campus Student Activity Fee Budget Committee
DSL: Director of Student Life
FY (Fiscal Year): Budget operating period that begins July 1 and ends June 30
SAF: Student Activity Fee
SAFBC: Student Activity Fee Budget Committee (College-wide)
SGA: The Student Government Association
Account Types

**Allocated**: Funds awarded to line items during the SAFBC process for a specific purpose.

**Agency Account**: Custodial college account where non-state funds are deposited. The funds are used to support college clubs, organizations, and departments as according to Georgia Perimeter College and the Board of Regents policies and procedures.

**Carry-Forward (Unallocated)**: This account represents all unused campus and college-wide funds carried forward from a previous fiscal year.

**Primary Account**: This account represents the Budget’s Office developed and approved “projected” student activity fee budget award for the fiscal year.

**Unallocated Account**: End of the fiscal year balance of unused, and unencumbered SAF funds from campus and college-wide accounts.

**Reserve**: An account managed by the Vice President of Student Affairs and Enrollment Services to support SAF budget short falls and/or emergency expenditures.

Funding Allocation Types

**Annual Operating Budget**: Designated state awarded revenues earmarked to support student/campus life offices operations, services and initiatives.

**Campus**: Funds allocated for local campus use to support activities and initiatives whose primary purpose provides opportunities of engagement for a recognized campus specific student population, e.g., Symposium, Math Club.

**College-Wide**: Funds used to support programs, activities, and initiatives with a global perspective that provide opportunities of engagement for the college student population at off-campus and/or multiple-campus locations, e.g., Fine Arts Departments, Student Leadership Trainings, Homecoming.

Governance Entities

**Budget Advisor**: The individual assigned as Club Advisor or Principal of a respective club/organization or department’s financial management. The budget advisor is responsible for obtaining all financial approvals and coordinating transactions posted to assigned accounts.

**Budget Manager**: The individual who manages the day to day operation of a department ID or account including, but not limited to, approving all financial transactions and reconciliation of the account.

**Campus Student Activity Budget Committee (CSAFBC)**: The campus based governing body that is responsible for allocating the campus share of student activity fees to campus based club/organizations and departments.

**SAF Dean**: Dean of Student Services who serves as the primary resources agent for the Director of Student Life Committee. This individual also holds the responsible of coordinating SAF activities for upcoming fiscal year.

**Student Activity Fee Budget Committee (SAFBC)**: The college-wide governing body who is responsible for allocating student activity fees.
104. AUTHORITY

104.1 All mandatory student fees collected by an institution shall be budgeted and administered by the President using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BOR Minutes, June 2009). The committee shall include at least four students, who shall be appointed by the institution’s student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BOR Minutes, January 2010).

104.2 The Deans of Student Services and the Directors of Student Life define the Financial Codes which outline the responsibilities, provisions, and penalties related to the use of student activity fees at Georgia Perimeter College (GPC). The Financial Codes are reviewed by the appointed student representatives and Executive Vice President for Financial and Administrative Affairs or his/her designee. After the review, the Financial Codes are approved by the Vice President of Student Affairs and Enrollment Services and the Executive Vice President for Financial and Administrative Affairs or his/her designee.

104.3 The college-wide Student Activity Fee Budget Committee (SAFBC) will hear budget requests, deliberate merit of the request and approve the recommended balance award allocation for college-wide funding requests. The committee will consist of a rotating SGA President (Chair), Directors of Student Life (ex-officio), Deans of Student Services (one voting Dean), two (2) student representatives from each campus/center, and an appointed Faculty or Staff representative. The College Budget Director will serve in an advisory capacity.

104.4 The Campus Student Activity Fee Budget Committee (CSAFBC) is responsible for the review and allocation awards of student activity fees at their respective sites. The campus committee will consist of the Director of Student Life (voting), Dean of Student Service (ex-officio), four (4) student representatives and two (2) Faculty or Staff representatives.

104.5 The SAF Dean will administer and monitor the college-wide budget request allocations in conjunction with the SAFBC to ensure fiscal and business compliance of the Financial Codes.

104.6 The Director of Student Life will administer and monitor the campus budget request allocations in conjunction with the CSAFBC to ensure fiscal and business compliance of the Financial Codes.

104.7 The College President or his designee has the final veto authority of the use of SAF budget allocation recommendation.

105. RESPONSIBILITIES OF ALL FUNDED ENTITIES

105.1 Secure a copy of the approved Budget Award letter
105.2 Sign and submit a copy of the Statement of Understanding and Club Charter (if applicable).

105.3 Attend one (1) mandatory Advisor SAF Financial Training session.

105.4 Adhere to the approved line-itemized budget allocations.

105.5 Act in compliance with the policies and procedures as defined in the SAF Financial Code, the College’s Business Policy and the BOR regulations.

200. SUPPLEMENTAL REVENUES

201. Carry-Forward (Unallocated) Fund

201.1 Income for the Carry-Forward fund will be derived from the end of fiscal year recall of unused SAF allocations from: a) campus accounts, b) college-wide accounts; and c) the previous fiscal year’s “projected” and “actual” annual operating budget difference.

201.2 Carry-forward funds will be deposited in an established account. The monies will not be intermingled with current fiscal year’s annual operating budget.

201.3 Unallocated funds may be used for programs, supplies, travel, equipment, renovations, or capital outlays that directly benefit students.

202. Carry-forward Funds College-wide Annual Distribution Process

202.1 Carry-forward Funds shall not be awarded or adjusted the without a formal review and authorization from the respective college-wide Special Request Committee, and the Vice President of Student Affairs and Enrollment.

202.2 The Deans of Student Services and the Directors of Student Life, will develop a distribution proposal for the carry-forward funds.

202.3 The recommendation must be submitted for the approval to the Vice President of Student Affairs & Enrollment Services.

202.4 The approved recommendation will be disbursed and loaded for college-wide and campus initiatives with assistance of the College Budget Office.

203. Carry-forward Campus Distribution Process

203.1 Carry-forward Funds shall not be awarded or adjusted without a formal review and authorization from the respective campus or Special Request Committee, Student Life Director, and Dean of Student Services.

203.2 Allocation of funds requires submission of the Special Funding Allocation Request and a formal hearing with the Campus Student Special Request Committee.
203.3 Summary notes must be recorded at the hearing. The notes will include the votes of “yea”, “nays”, and abstentions results. If denied, a reason must be noted.

203.4 The completed Special Request Form will be submitted to the Dean of Student Services for an approval signature.

203.5 All expenditures of funds will be coordinated through the Director of Student Life.

204. AGENCY ACCOUNTS

204.1 All external generated cash revenue designated for the use by a SAF funded entity must be deposited into an approved college agency account within one (1) business day of collection.

204.2 The request for an agency account must be submitted to the campus Director of Student Life or SAF Dean of Student Services for processing.

204.3 Establishment of the account will be approved by the Director of Accounting. The SAF Dean of Student Services must be informed of all new account approvals.

204.3 A detailed itemization of the collected income (dues, fundraising, or donations) must be submitted to the Director of Student Life within one (1) business day for deposit.

204.3 Transfer of funds between the Agency and Student Activity Accounts is strictly prohibited.

204.4 Failure to comply with the Financial Code and GPC fiscal policies and procedures may result in the initiation of the sanction process.

204.5 Agency accounts with balances at the end of the fiscal year will carryover in their respective accounts to the following fiscal year.

204.5 Inactivity of an agency account may result in the forfeiting of funds

205. FUNDING CRITERIA ELIGIBILITY

There will be an annual budget hearing process for the allocation of Student Activity Fees. Student clubs, and organizations, and college departments will have an opportunity to request funds for services, operations and initiatives designed support student/campus life activities. Validation and funding of all requests will evaluated on the Student Activity Fee Guiding Principles, Financial Codes, available resources and the following criteria.

205.1 Student Activity Fee funding criteria will be based on the following items: the effect of proposed events on the entire student body, the lifespan and prior hearing participation, the number of projected students that will be serviced, performance history, fundraising capabilities, additional resources, and the nature of the request.

205.2 An application and all supporting documents must be submitted prior to the deadline date.
205.3 All student clubs **must** have current a Charter on file in Student Life. Recognized student organizations may not have exclusive membership with the exception of Honors Societies

300. **Student Activity Fee Funded Positions**

The college acknowledges the need to allocate fixed expenses for funding required for personnel, service and office operations to support the vision and mission of Georgia Perimeter College and Student Affairs strategic goals.

300.1 On an annual basis, all positions supported by student fees require a submission of a budget request to the SAFBC for continued funding.

300.2 In collaboration with the GPC Budget Office and the Student Life Directors, The SAF Dean of Student Services will be responsible for preparing a fixed expense report that summarizes salaries/stipends.

300.3 The Fixed Expenses Report will be reviewed and approved at the Annual Budget Hearing.

300.4 Requests for new positions supported by student fees will require detailed justification for position, job descriptions and SAF funding request application.

300.5 Directors of Student Life receiving SAF funds for a salaried position are responsible for providing the appropriate documentation as identified by the Office of Human Resources.

300.6 All salaried positions funded by SAF funds **must** follow the hiring procedure as stated by the Office of Human Resources.

300.7 All attempts must be made to include at least one student in the hiring process of a student activity fee funded position.

400. **Annual Student Activity Fee Budget Hearing Process**

*Annual Budget Process: The annual budget process is the primary means of allocating Student Activity Fees to recognized student organizations, College departments, and other activities. This process takes place during February of the spring semester and involves the allocation of funds for the next fiscal year. The college-wide process is facilitated by the Vice President of Student Affairs & Enrollment Services, the Deans of Student Services, or their designee. **NOTE:** ANY DEADLINE CHANGES WILL BE PUBLISHED ACCORDINGLY.*
OVERVIEW OF STUDENT ACTIVITY FEE AWARD PROCESS

400.1 Preliminary Budget Process

400.2 Review and revision of the SAF Financial Code Manual to be completed by the end of summer. (August)

400.3 Receive projected FY budget from College Budget Office. (September - October)

400.4 Convene organizational meetings to discuss issues related to the process and set dates for initial meeting and budget hearings with steering committee, which includes Chief Budget Officer, Deans of Student Services, and Directors of Student Life, Student Government Association, and other designated participants. (July - October)

401. College-wide Procedure

401.1 The members of Student Activity Fee Budget Committee (SAFBC) will be appointed. The SAFBC will consist of:

- SAF Dean for the Fiscal Year (Non-voting)
- Student Chair or chairs (SGA President(s)) (voting)
- Two SGA representatives from each campus (Voting) or at least 50% of the committee
- Faculty or staff member (voting, campus rotation)
- One Dean of Student Services (one rotating voting representative)
- Directors of Student Life (non-voting)
- Recording Secretary (non-voting)

401.2 Student Activity Budget Requests (SABR) are distributed. (First week of November)

401.3 The SAFBC fee training, proposal review, presentations, and hearing will be held in the spring semester.

401.4 The deadline of all College-wide and Campus Student Activity Budget Requests (SABR) are due to the SAFBC committee on the same day in December of the fall semester. This deadline shall be advertised at least fifteen (15) days in advance in a college-wide publication such as the Office of Student Life website, the Collegian, and...
through e-mail. A completed SABR should represent the organization's itemized budget needs for the next fiscal year as accurately as possible. Budget requests submitted after the deadline will not be accepted. (December)

401.5 The committee approved budget is forwarded to the Vice President for Student Affairs & Enrollment Services and the Executive Vice President for Financial and Administrative Affairs or their designee for approval. The College President has final veto authority over any line item or portion thereof within the budget. (April)

401.6 SAF budget proposal award letters containing notification of budget approval and/or denials will be forwarded to requestors. (By the end of May)

401.7 Final SAF budget forwarded to Budget Office. (May)

401.8 Budget approval by the Board of Regents. (June)

402 CAMPUS PROCEDURE

402.1 The members of Campus Student Activity Fee Budget Committee (CSAFBC) will be appointed by each campus SGA. The **CSAFBC will consist of:**

- At least four (4) SGA representatives appointed by SGA (voting)
- SGA President or designee (Chair – non-voting)
- Director of Student Life (voting)
- Dean of Student Services (non-voting)
- Two Faculty or Staff members (voting)
- Recording Secretary (non-voting)

404.2 Student Activity Budget Requests (SABR) are distributed. (First week of November)

402.3 The CSAFBC fee training, proposal review, presentations, and hearing will be held in March of the spring semester.

402.4 The deadline of all Campus and College-wide Student Activity Budget Requests (SABR) are due to the CSAFBC committee on the same day in December of the fall semester. This deadline shall be advertised at least fifteen (15) days in advance in a college-wide publication such as the Office of Student Life website, the Collegian, and through e-mail. A completed SABR should represent the organization's itemized budget needs for the next fiscal year as accurately as possible. Budget requests submitted after the deadline will not be accepted. (December)

402.5 The committee approved budget is forwarded to the Vice President for Student Affairs & Enrollment Services and the Executive Vice President for Financial and Administrative Affairs or their designee for approval. The College President has final veto authority over any line item or portion thereof within the budget. (April)

402.6 SAF budget proposal award letters containing notification of budget approval and/or denials will be forwarded to requestors. (By the end of May)

402.7 Final budget forwarded to Budget Office. (May)
402.8  Budget approval by the Board of Regents.(June)

500.  REALLOCATION OF AWARDED FUNDS

500.1  All clubs, organizations, and departments/units shall have the opportunity to request reallocation of the approved fiscal year budget award.

500.2  Reallocation of the award must be made in writing and adhere to the processes and procedures as defined in the Student Activity Fee Special Request Step-by-Step Guidebook.

500.3  NO reallocation of fees will occur without the proper approval

500.4  Expenditure of funds must adhere to the approved line items as determined by the Student Activity Budget Committee during the initial award process or as amended by the special request process.

600.  Special Allocation Request Process – Reallocation of SAF awarded funds or request for additional funding from carry forward accounts. See appendix for manual detailing procedures.

700.  BUSINESS PRACTICES

700.1  Budget Advisor/Managers Expenditure Authorization Guide

700.2  All spending of awarded funds are contingent upon the Budget Manager attending the mandatory budget training, submission of a completed Statement of Understanding and Club Charter (if applicable).

700.3  All expenditure requests shall be authorized or rejected within seven (7) business days of receipt.

700.4  Expenses that are exempt from approval include telephone, freight, postage, and other overhead charges that must be paid.

700.5  Notice of the requests will occur by email, written memo, or telephone.

700.6  The Director of Student Life or Dean of Student Services has the authority to reject any expenditure that is not in accordance with its line item.

700.7  Under no circumstance should gift cards or gifts/prizes over the price of $25.00 be purchased.
701. Payment Methods

700.1 The preferred method of payment for merchandise and services purchased with student activities fee funds are 1) Payment Requisitions via E-Pro; 2) Payment Requests for reimbursements; 3) Petty Cash and Purchase Card (P-Card).

701.2 Payment Requisition via E-Pro: For processing purposes, payment requisitions must be signed by a designated Dean of Student Services, Student Life Director, Budget Manager, or their appointed designee. To assure a timely delivery of merchandise order by means of a Requisition Form, please allow up to four weeks for delivery.

701.3 Payment Requests: Are no longer the first means of payment, all payments to vendors shall be entered in to E-Pro as a requisition. Payment requests will be used primarily to reimburse employees and pay student stipends. To assure the timely approval of a payment request, please submit all required paperwork with the appropriate budget manager’s signature at least two (2) weeks in advance.

701.4 Petty Cash: This method of direct payment is coordinated through the Student Accounts Office. Please note all Petty Cash transactions have a set limit of $100.00.

701.5 P-Cards: The use of a department’s Purchasing Card to purchase items for sanctioned events is viewed as an acceptable method; however, this particular method of payment does create unique auditing challenges. Due to this fact, we encourage advisors and budget managers to consider the use of a department’s Purchasing Card as the last method of payment.

*Please refer to the Georgia Perimeter College Business Procedure Manual for policies and procedures that govern the payment methods.

702. Budget Reconciliation Responsibilities

702.1 All Budget Managers must reconcile budget(s) monthly.

702.2 Budget Managers must submit a copy of their shadow budget and completed payment documents; to include, but not limited to, purchase requisitions, payment requests, travel authorization forms, flyers, programs of the events, and etc. to the Facilitating Dean of Student Services for college-wide awards and Director of Student Life for Campus awards.

702.3 All college-wide Budget Managers must attend a quarterly with the Facilitating Dean of Student Services for “Review of Budget Session”.

702.4 Unauthorized expenditures shall not be considered a liability of SAF funds. The payment responsibility may fall upon the individual(s) who made the unauthorized expense or request for service.

702.5 Clubs, organizations or departments who overspend the award budget or who are found in violation of Financial Code are subject to sanctions.
702.6 All violations of the BOR, Federal or State policies may constitute charges of criminal offenses. The college will carry out its responsibility to report such violations to the appropriate authorities.

800. Travel Regulations

BOARD OF REGENTS’ POLICY (BUSINESS PROCEDURES MANUAL 19.9 - Non-Employee Travel

This section addresses non-employee travel to include students, consultants, and individuals applying for a job at the institution. Travel expenses for non-employees should be limited to certain circumstances as described below:

117.1 Students are authorized to travel for participation in academic programs and sanctioned student events to include athletics and recruiting events. Students include individuals enrolled to take classes at an institution and individuals being recruited as potential students.

117.2 Individuals contracted to perform a service for the institution where the contract provides for travel expense reimbursement.

117.3 Research, academic conference, or academic event travel funded by a grant award to the institution in those instances when the grant award specifically authorizes payment for non-employee travel in support of the research, academic conference, or academic event.

117.4 Job applicant travel associated with an interview as specified in institutional policy.

800B. GEORGIA PERIMETER COLLEGE STUDENT TRAVEL POLICY

Student travel is a privileged opportunity granted to enhance the overall educational experience by allowing students to participate in off-campus curricular and co-curricular activities. In order to ensure that student travel supports the strategic goals Georgia Perimeter College, pre-approval is required. It is the responsibility of the individuals and the club advisors to be attentive to the reasonable and effective use of resources. Student organizations that participate in off-campus travel activities must plan a minimum of (4) week in advance. (Please note: student organization travel involves the participation of several departments on campus, each with their own timelines and protocols. Please be respectful of their time and efforts in assisting with your travel.)

Student Organizations are strongly encouraged to meet as a group to discuss participation requirements; individual and/or group travel costs, intended trip outcomes, and travel behavior expectations. The GPC Student Travel Policy is to be used as a guide in order to properly identify appropriate student travel, procedure, rules and regulations regarding travel parameters, mode of transportation and conduct. If you have questions regarding club travel contact the Office of Student Life.
800.1 All travel funded partially or fully by SAF funds must be sponsored by a sanctioned college entity and be in the performance of official duties or on behalf of the student body.

800.2 Club advisors are responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost.

800.3 All Travel Authorization Forms (TAFs) must be submitted to the Director of Student Life at least four (4) weeks prior to travel.

The Travel Authorization Forms (TAFs) checklist below outlines the documents required for student travel at GPC:

- The prior approval form for the faculty/staff advisor requesting authorization to travel with students must be signed by the faculty department chair or supervisor (This document should reflect $0.00). Once a signature is obtained, please submit to the Office of Student Life prior to the club’s request for funds and before any other TAFs are submitted.

  The prior approval forms for the faculty/staff advisor and students reflecting estimated expenses signed by the Director of Student Life.

- Documentation of the conference (i.e. conference/competition agenda, hotel confirmations, registration forms, and a list of students traveling with student ID numbers) should also accompany the prior approval form.

- Completed Student Travel Waiver for each student traveling must be submitted to the Office of Student Life. Student Life will submit copies of each waiver to Public Safety. The faculty/staff advisor traveling with the students should keep a copy of all waivers to carry on the trip with students.

- Copy of the state insurance card should be obtained from Logistical Services and placed in the vehicle which is being used to transport students.

800.4 Sanctioned group travel including, but not limited to, student trips, competitions, training retreats/workshops, and conference travel, must abide by the following three-tiered system for travel:

**Local**: Local travel is defined as travel within a 100 mile radius or 1.5-hour drive from any respective GPC campus. Day trips within a 1.5 hour or 100 mile radius of any GPC campus are not required to have an advisor present, although one is highly recommended. Trips that are more than 1.5 hour or a 100 mile radius drive are required to have an advisor present. An advisor or college designee is required to travel with students during overnight club-sponsored trips regardless of mileage. For local travel: state vehicles, rental vehicles, public transportation and personal vehicle options are acceptable and are at the discretion of the club advisor.
In-state: In state travel is defined as travel within the State of Georgia or greater than the 100 mile radius of a GPC campus or is more than 1.5 hours from the campus of departure. It is required that an advisor be present for in-state travel. An advisor or college designee is required to travel with students during overnight club-sponsored trips. For in-state travel: state vehicles, rental vehicles and personal vehicle options are acceptable and are at the discretion of the club advisor.

Out-of-State: Out of state travel is defined as travel that occurs outside of the state of Georgia. An advisor or college designee is required to travel with students during any out of state club sponsored trip. For out-of-state travel: rental vehicles, motor coach, air and train options are preferred. Personal vehicle usage is discouraged. It is the responsibly of the club advisor in conjunction with the Office of Student Life to discuss the option that is most cost effective and limits liability.

800.5 Various vehicle usage options are available for club travel including: state-owned, rental, and personal vehicles, public transportation, motor coach, and air travel. Sanctioned group travel including, but not limited to, student trips, competitions, training/workshops, and conference travel must abide by the following vehicle usage options based on local, in-state and out-of-state travel guidelines.

State-owned Vehicles: State owned vehicles are to be used for official state business and college sanctioned events only. Authorized drivers are state employees, students are not allowed to drive GPC state owned vehicles. Georgia Perimeter College fleet vehicles can be reserved by contacting the Plant Operations Department on the various GPC campuses. Drivers shall have a valid state issued driver's license and shall observe all ordinances and laws pertaining to the operation of motor vehicles. Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, students, and other persons participating in related state programs. However, all traveling participants must be included on the final official prior approval for travel form and each participant must also complete a GPC liability waiver prior to departure.

Rental Vehicles: Per the state contract Enterprise Rent-A-Car is GPC’s vendor for rental vehicles for travel within the State of Georgia. National Car Rental is the official out-of-state travel provider. The Offices of Student Life and/or Logistical Services (678-891-3325) can assist your club/organization in making reservation arrangements and ensuring proper payment preparations are in order through e-procurement. Georgia Perimeter College has a state contract which allows all authorized drivers to DECLINE rental vehicle insurance because the state has provisions for insuring rental vehicles against damage. Contact Logistical Services for additional questions. Rental Vehicles may only be reserved by GPC employees. Only GPC state employees may drive rental vehicles on behalf of the club/organization. Students are not permitted to drive rental vehicles. Drivers of rented vehicles must adhere to all of the rental company policies. It is the employee/advisors responsibility to ensure correct rental arrangements are completed.
Personal Vehicles: All individuals authorized to travel including employees, advisors and students may use their personal vehicle for college sanctioned group travel. This includes, but is not limited to, student trips, competitions, training retreats/workshops and conferences, when in compliance with state policy and the GPC travel guidelines. Students traveling in their personal vehicles must understand that private car insurance is a state requirement and the driver is liable for insurance ownership. Students traveling in their personal vehicles assume the risk of liability and are not covered by the State of Georgia Liability Insurance. State employees transporting students may be covered by the State of Georgia Liability Insurance. Questions should be directed to Logistical Services. All employees traveling on official state business should keep a copy of the State Insurance card in their vehicle this card can be obtained at:
http://www.doas.ga.gov/StateLocal/Risk/DOCS_Risk/YellowCard.pdf

Mileage reimbursements for the use of personal vehicles will not exceed the amount pre-determined line item budget according to your respective club/organization.

Public Transportation: Public Transportation includes: rail stations and bus services not including motor coach rental. Employees and any other individuals authorized to travel including students may use public transportation for sanctioned group travel including, but not limited to, student trips, competitions, training retreats/workshops and conferences when in compliance with state policy and the GPC travel guidelines (SAF 117.9). Reimbursements for the use of public transportation will not exceed the amount pre-determined line item budget according to your respective club/organization.

Motor coach: Per state contract American Coach Lines is the state’s vendor for motor coach transportation. The Offices of Student Life and/or Logistical Services (678-891-3325) can assist your club/organization in making reservation arrangements and ensuring proper payment preparations are in order through e-procurement.

Air Travel: American Express is our exclusive travel service management provider for securing air travel. When planning your trip you must complete all of the required paperwork including your Prior Approval to Travel form in a timely manner. The Prior Approval form will allow you the option to select AMEX for airfare travel. After your Prior Approval is submitted you will need to contact the Budget Office (Email: gpcbud@gpc.edu or call 678-891-3276) to obtain your AMEX travel ID and code. It is the employee/advisors responsibility to ensure correct air travel arrangements are completed.

800.6 Statement of Conduct

All individuals that participate in off-campus travel activities are expected to follow all GPC Policies. These include, but are not limited to, the Student Code of Conduct (policy 218), the Drugs and Alcohol Policy (203) and the Disruptive Behavior Policy (113). All policies can be found in the GPC Policy Manual (http://www.gpc.edu/governance/policymanual.html).
900. Violations of the Financial Codes

All SAF funded clubs, organizations, departments and entities must adhere to business practices as defined by the Student Affairs Financial Code, GPC BOR and the State of GA Business Produces. Failure to comply will result in sanction and/or legal action contingent upon the seriousness of the violation.

900.1 On the first offense, the Director of Student Life (campus funded entity) or Facilitating Dean (college-wide funded entity) will develop a corrective action plan.

900.2 On the second offense in the same fiscal year, the Director of Student Life (campus entity) or the Facilitating Dean (college-wide entity) may order the account to be frozen for a period of time. This means that all expenditures will cease during the identified period. A corrective action plan and additional training will be instituted.

900.3 Sanctions: Persons in violation of these procedures are subject to a range of sanctions, including disciplinary action, dismissal from the college and/or legal action. Violations may constitute criminal offenses. The college will carry out its responsibility to report such violations to the appropriate authorities. Appeals should be directed through the existing procedures established for employees (advisor) or students. (See Student Guidebook)

901 PROCEDURES FOR THE FREEZING OF FUNDS

901.1 The Director of Student Life, SGA President and the SGA Treasurer upon Discovery of a campus funded entity in violation of the SAF Policy may freeze an account for a period of up to thirty (30) calendar days. For a college-wide funded entity, the Facilitating Dean of Students, the appointed SGA President, and SGA Treasurer may freeze an account for a period of up to thirty (30) calendar days.

At least three calendar days prior to freezing a campus SAF account, the Director of Student Life, in conjunction with the SGA President and the SGA Treasurer, must jointly notify the club advisor, the SGA, and the Dean of Student Services of the freeze and its duration. The written notification must include the justification for the action. Upon three-fourths (3/4) vote of the Senate, any action by the SGA President and the SGA Treasurer to freeze an SAF account may be rescinded.

For a College-wide funded entity, the Facilitating Dean of Students, in conjunction with the appointed SGA President and SGA Treasurer, must jointly notify the advisor, the SGA, and the Vice President of Student Affairs of the freeze and its duration. The written notification must include the justification for the action. Upon three-fourths (3/4) vote of the SAFBC or designee, any action by the Facilitating Dean of Students, the appointed SGA President, and SGA Treasurer to freeze an SAF account may be rescinded.

901.2 Following the correction of a campus funded entity's violation, the Director of Student Life initiating the freeze may rescind the freeze and provide written notice to the SGA President, the SGA Treasurer, the Senate, the club advisor, and the Dean of Student Services or Vice President of Student Affairs and Enrollment Services.
Following the correction of a college-wide funded entity's violation, the Facilitating Dean of Students initiating the freeze may rescind the freeze and provide written notice to the appointed SGA President, SGA Treasurer, the SAFBC or designee, advisor, and the Vice President of Student Affairs.

901.3 If the cause for the freeze of a campus funded entity is not corrected by the end of the freeze period, the Director of Student Life, SGA President, and the SGA Treasurer may close the account by a majority vote. All allocated funds will be returned to the SGA Administrative Account.

If the cause for the freeze of a college-wide funded entity is not corrected by the end of the freeze period, the SGA may close the account by a majority vote. All allocated funds will be returned to the College-wide Unallocated Account.

901.4 Following the correction of the funded entity's violation, the SAF Dean of Students initiating the freeze may rescind the freeze and provide written notice to the appointed SGA President, SGA Treasurer, the SAFBC or designee, advisor, and the Vice President of Student Affairs.
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AGENCY FUND ACCOUNT AGREEMENT

DEPARTMENT: ___________________________________________ Date: ________________

Agency Fund Name: ________________________________________________________________________________

Custodian of Account: (GPC Faculty or Staff)

______________________________________________________________________________
(Name)   (Title)    (Campus)     (Phone & email)

Other persons authorized to accept receipts and initiate disbursements from account:

______________________________________________________________________________
(Name)   (Title)   (Campus)     (Phone & email)

Expected Duration of account: _____________________________________________________

Does a relationship exist whereby Georgia Perimeter College is providing accounting or other services for an organization and the funds belong to that organization and not to Georgia Perimeter College?  YES _____ NO ______

Source of Funds:
Estimated total annual receipts: $_________________
Source of receipts:
______________________________________________________________________________
______________________________________________________________________________

Disposition of Funds:
In the event the organization of activity becomes inactive or ends, provision for the disposition of funds in the account must be provided. If no instructions for disposition are provided, Georgia Perimeter College will close the agency account after 18 months of inactivity. Any remaining funds will be transferred to the general college operating fund. Instructions for the disposition of funds:
______________________________________________________________________________
______________________________________________________________________________

Documentation:
Attach photocopies of correspondence, donor letters, and any other relevant documentation that will provide information for a permanent file. Include a detailed description of the activities, programs, or operations to be supported by this account. Indicate any specific restrictions, terms, or conditions for the use of funds deposited to this account. If none are specified, GPC rules and regulations will be used to govern the activity in this account.
Georgia Perimeter College and ______________________________________________ (custodian of account), acting as agents for the ___________________________ (account name), mutually acknowledge the college’s responsibilities as fiscal agent for the specified account. The college, in accepting this responsibility, agrees to abide by the requirements normally attributed to a fiscal agent with fiduciary responsibility. In order for the college to provide an accurate accounting of the agency funds, all parties to this agreement shall adhere to the following:

1. The Custodian is responsible for keeping the account information current and informing the college of any changes. A new Agreement shall be necessary in the event of a change of Custodian or terms of the Agreement.

2. Accounts established for specific purposes (field trip, conference, department event) must be closed and accounted for at the completion of the activity or event as soon as all known financial transactions have occurred.

3. The college will analyze each account to ensure funds are accepted and disbursed for properly designated and approved purposes. Accounts will be reviewed by the college on an annual basis for the purpose of making necessary changes and properly disposing of any unused balances. Accounts may be closed if they become inactive or if it is in the best interest of the college.

4. Accounts must maintain positive cash balances. The college cannot accept responsibility for financial shortfalls for agency activities.

5. Account balances should be kept to a minimum and current balances should be considered when establishing fees (registration, dues, etc.) for future events. Any balance on hand at June 30th determined by the college to be excessively large or in violation of policy may be transferred to the college general fund.

6. Deposits consisting of checks and cash must be deposited on a daily basis at Student Accounts.

7. State funds cannot be used to establish an Agency Account, nor can state funds be transferred to existing accounts.

8. The disbursement of funds must be in accordance with the college’s purchasing practices, including applicable bid requirements and guidelines for allowable expenditures.

9. The records of all agency funds shall be subject to review or audit by appropriate college, state, or external auditors as necessary.

All terms and conditions agreed to by:
For the Agency Fund:     For Georgia Perimeter College

___________________________________       _________________________________
Custodian       Accounting Services

___________________________________  _________________________________
Date        Date

SUBMIT TO: ACCOUNTING SERVICES, DECATUR CAMPUS
Revised 09/06
QUESTIONS: 678-891-2060
BILL TO:  GEORGIA PERIMETER COLLEGE - DECATURE
ACCOUNTING DEPARTMENT
3251 PANTHERSVILLE ROAD
DECATURE, GA 30034
(678) 891-2065

DATE THIS BUSINESS COMMENCED: 1886
YES CERTIFICATE ATTACHED
PURCHASING DEPARTMENT
YES
58-1660133

TYPE OF ACCOUNT: BUSINESS CHECKING

BANK REFERENCES:
NAME: WACHOVIA BANK
ADDRESS: 191 PEACHTREE STREET, NE
31ST FLOOR
ATLANTA, GA 30303-1757
PHONE: (404) 332-5568
ACCT #: 12854437
CONTACT: JOHN O'CONNOR

REFERENCES SUPPLIERS:

1. W.W. GRAINGER
3417 LAWRENCEVILLE HIGHWAY
TUCKER, GA 30094
(770) 498-9994
ACCOUNT #800337218

2. OFFICE DEPOT
900 RACO DRIVE
LAWRENCEVILLE, GA 30045
(770) 806-4060 X4024
ACCOUNT #22339535

3. SOUTHERN BUSINESS
COMMUNICATIONS
P.O. BOX 2568
NORCROSS, GA 30091
(770) 449-4068

4. FRANKLIN MC NEAL LTD.
P.O. BOX 337
DULUTH, GA 30096
(770) 622-1090

BRIAN KEITH CHAPMAN
DIRECTOR-COLLEGE SERVICES
### Sales and Use Tax Certificate of Exemption

**STATE OF GEORGIA**  
**DEPARTMENT OF REVENUE**  
**SALES AND USE TAX CERTIFICATE OF EXEMPTION**  
**GEORGIA PURCHASER OR DEALER**

<table>
<thead>
<tr>
<th>(Street)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip Code)</th>
</tr>
</thead>
</table>

**The undersigned hereby certifies** that all tangible personal property purchased after this date will be purchased for the purpose indicated, unless otherwise specified on each order, and that the certificate shall remain in effect until revoked in writing. Check proper box:

1. Resale or rental only, including but not limited to, the purchase for resale of gasoline and other motor fuels.

2. Materials for further processing, manufacture or conversion into articles of tangible property for resale, which will become a component part of the property for sale, or be coated upon or impregnated into the product at any state of its processing, manufacture or conversion; or, are nonreturnable materials used for packing tangible personal property for shipment or sale. Containers or other packaging materials purchased for reuse are not exempt.

3. Direct Pay Permit authorized under Regulation 560-12-1-16. The holder of a Direct Pay Permit must pay the 3% Motor Fuel Tax to suppliers on purchases of gasoline.

4. For use by Federal Government, State of Georgia or any county or municipality of this State, supported by official purchase orders; and likewise, Hospital Authorities created by Article 4, Chapter 7, Title 7 of the Georgia Public Revenue Code. The State of Georgia, Counties and Municipalities thereof and Hospital Authorities must pay the 3% Motor Fuel Tax to suppliers.

5. Seed, seedlings, fertilizers, insecticides, fungicides, rodenticides, herbicides, defoliants, soil fumigants, plant growth regulating livestock, fish or poultry when used either directly in tilling the soil or in animal, fish or poultry husbandry. Non Returnable Materials used for packaging farm products for shipment or sale.

6. Aircraft, watercraft, motor vehicles and other transportation equipment manufactured or assembled, sold and delivered by the manufacturer or assembler for use exclusively outside this State, or delivery of the craft is for the sole purpose of removing same under its own power when it does not lend itself more reasonably to removal by other means.

7. Aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles and major components of each, which will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers and by carriers who hold common carriers and contract carrier authority in interstate or foreign commerce under authority granted by the United States government. Replacement parts installed by carriers in such craft or vehicles which become an integral part of the craft or vehicle. Private and contract carriers are not exempt.

8. Liquefied petroleum gas or other fuel used to heat a structure in which broilers, pullets, or other poultry are raised. Georgia Sales and Use Tax Certificate of Registration Number must be stated below by persons purchasing under categories 1, 2, 3 and 7.

**Kind of Business Engaged In by Purchaser**

Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than indicated on this certificate.

I declare, under penalties of false swearing, that this certificate has been examined by me and to the best of my knowledge and belief, is true and correct, made in good faith, pursuant to the sales an use tax laws of the State of Georgia.

**Purchaser’s Name**

GEORGIA PERIMETER COLLEGE – CLARKSTON  
Registration No. NOT REQUIRED

**Address**

555 NORTH INDIAN CREEK DRIVE  
CLARKSTON  
GA  
30021-2386

By [Signature]

Title  
DIRECTOR-COLLEGE SERVICES  
(Owner, Partner, Officer)

A supplier is required to have only one certificate of exemption form on file from each purchaser buying tax exempt. The supplier must exercise ordinary care to determine that the tangible personal property obtain under this certificate is for the purpose indicated. Suppliers failing to exercise such care will be held liable for the sales tax due on such purchases. For example, a supplier cannot accept a Certificate of Registration number bearing a "214" prefix since this was issued to a Contractor which has been deemed to be the consumer and is required to pay the tax at time of purchase.

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**Effective Fall 2011**  
**Page 24**
OPEN PURCHASE ORDER PROCEDURE (OPO)

An Open Purchase Order (OPO) is an order to buy unspecified supply items or services as needed. It is intended to eliminate small repetitive requests for expendable supplies, material or services by allowing multiple pickups and billings on one order. A specific amount of funds is encumbered for a specified length of time for this purpose. The total amount of an OPO cannot exceed $9,999.99 (including all change orders), and can be effective any dates between July 1 and May 31 of the same fiscal year.

Restrictions placed on OPOs are:

1) No individual purchase can exceed $2499.99
2) No single item purchased can exceed $499.99
3) Items must be picked up by user or delivered directly to user
4) Items that cannot be purchased are:
   * Equipment that cost $500 or more
   * Hazardous or radioactive material
   * Items covered by mandatory State source
   * Items provided by in-house departments
   * Dues, registration fees, travel or related items
   * Personal use items, such as radios, coffee pots, gifts
   * Telecommunication items of any type or value
   * Postage stamps
   * Firearms or explosives
   * Services involving an employer/employee relationship
   * Items subject to Library control
   * Holiday decorations or cards
   * Plants or cut flowers for office use
   * Typing services

The user is responsible for resolving all disputes with the vendor over shipping, pricing, damaged goods, etc. In the event that a solution is not achieved, Purchasing may be called upon to help.

All OPOs will be canceled on June 1 of each year by Purchasing. Invoices received after the cancellation date must be paid under a separate purchase order.

Departments that continuously abuse the open order procedure will have their open order privilege revoked.

NOTE: Departments are reminded that the entire amount of the purchase order is encumbered immediately and, therefore, is not available for other use.
Procedure

1) User confirms that recommended vendor will accept a Georgia Perimeter College Open Purchase Order (OPO), and completes a Request for Supplies or Services (RSS) form, including:

* "1 Lot" as the quantity and unit
* A general description of items or services to be purchased proceeded by "Open PO for...."
* Effective dates (from/to) of the open order
* State User names

2) User sends completed RSS form to Purchasing.

3) Purchasing issues a purchase order number.

4) Department uses this purchase order number to place orders directly with vendor.

   * Department faxes or phones in order.
   * Department picks up order or has vendor deliver the order directly to the user.
   (Orders cannot be sent through Central Receiving.)

5) Department has vendor send invoice directly to the user for approval.

   * User acknowledges receipt of the items and approves the cost by signing and dating the invoice. (Purchasing recommends that a stamp with appropriate information blocks be used. See example on invoice.)

   * User forwards 2 copies of invoice (original and copy) to the Purchasing Office for auditing and approval. Purchasing will then forward invoice to Accounts Payable for payment.

   * User can add or delete funds to the OPO by sending a memo or E-mail request to Purchasing before the expiration date or the $9,999.99 limit has been reached.

Expiration dates will not be extended. User must submit a new request for another OPO. A field Purchase Order Correction (FPOC) will not be done for an OPO, a new OPO should be requested. At month end, if you are close to the total amount of the OPO, close that one and request another one.

Stamp should read:

I certify that the items or services received are the same specifications, quality and quantity as ordered on PO#__________________, dated_____________.

Signed: ____________________ Date: ____________________
RUBBER STAMP TO READ AS ABOVE
ORDER ONLINE:
VENDOR: OFFICE DEPOT

DEPARTMENTS MUST PUT ACCOUNT NUMBERS TO BE CHARGED UNDER THE STAMP.

PURCHASE ORDER CORRECTIONS

> Determine that a correction to a previously issued Field Purchase Order (FPO) is necessary.

> An FPOC must be issued if there is a price increase or decrease of more than $500.00 per line item or if you wish to cancel a Field Purchase Order (FPO). The cumulative total of all FPOC’s issued to an order should not exceed 20% of the grand total of the original FPO.

> Corrections are basically required to resolve significant differences between orders and invoices.

> Purchasing has the latitude to issue corrections when not required by State policy, if decided it is in the best interest of the Agency or is required by internal procedures.

> When specifications of the item delivered are not the same as the FPO specifications, an FPOC is required. In such cases, the Purchasing Department must assure that the changed specification meets or exceeds the original specifications.

> The department may cancel an FPO or approve a price increase or decrease; however, you MUST send in writing to the Purchasing Department and give the reason for the increase or cancellation.

> Purchasing will issue an FPOC to the company. The department will receive a copy of the Field Purchase Order Correction (FPOC); it should be attached to your department copy of the FPO and request for your records.
Student Activity Fee
Special Request

A step by step process for New Funding and Re-Allocation Requests to support SAF
Financial Codes

Georgia Perimeter College
Dr. Vincent June, Vice President
Office of Student Affairs & Enrollment Management
3521 Panthersville Rd.
Decatur, GA 30034
www.gpc.edu
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Acronyms

CDSS - Campus Dean of Student Services
DSL – Director of Student Life
FDSS – Facilitating Dean of Student Services
SAF – Student Activity Funding
SCC – Student Committee Chair
SCWSRC – Student College-wide Special Request Committee
SRCC – Special Request Campus Committee

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INTRODUCTION
This guide provides information and procedures for the processing of College-Wide and Campus Student Activity Fee Special Requests for both New Funding and Re-Allocations to support Student Financial Codes 108, 109, 110 and 110b. The four types of requests outlined provide routing procedures and timelines for processing.

A. College-Wide Special Request (New Funding)

PURPOSE
This section outlines the College-Wide Special Request process for review/approval of New Funding Requests used to request funds for expenses that were not funded during the annual SAF Budget Hearings. The Student College-Wide Special Request Committee (SCWSRC) reviews proposals, deliberates, and makes recommendations to the College President or his/her designee for allocation of student activity fees based on the Student Activity Funding Guiding Principle (SAF Guiding Principle).

COLLEGE-WIDE SPECIAL REQUEST COMMITTEE MEMBERSHIP
- Two (2) students per campus/center appointed by SGA (voting)
- Committee is made up of 50% SGA and 50% non-SGA students (voting)
- One (1) Student Committee Chair (SCC) (non-voting - except to break a tie)
- One (1) Facilitating Dean of Student Services (FDSS) (rotating – non-voting)
- One (1) Representative from the Office of Student Life (non-voting)

SPECIAL REQUEST HEARING DATES
Dates are scheduled bi-monthly or as needed.

LOCATION
Meetings are held at various locations, and may be face-to-face, video conference, etc.

PROCESS
- **Step 1: Special Request**
  - The requestor completes an itemized Special Request form and budget worksheet.
  - The forms **must** be submitted to the FDSS at least five (5) business days prior to the special request hearing date. Additional forms may be submitted (e.g., estimated invoices, etc.).

- **Step 2: Confirm and Schedule Appointment**
  - The FDSS confirms receipt of request and schedules a presentation appointment for the requestor and provides a copy (cc:) of the request to the SCC.

- **Step 3: Preparation for Hearing**
  - The FDSS and SCC send the following documents to the Student Committee by no later than 48 hours prior to the Special Request hearing:
    - Agenda
    - Minutes from previous meeting
- College-wide Shadow Budget
- Copies of proposal
- SAF Guiding Principle

- **Step 4: Special Request Hearing**
  - The SCC convenes the hearing and follows Robert’s Rules of Order:
    - Roll Call – Confirms quorum (Quorum: 2 voting members present per campus with a 2/3 majority vote.)
    - Review of approved Minutes – Recording Secretary
    - Review of Shadow Budget – Recording Secretary
    - Requestor’s Presentation
      - Requestor has a total of ten (10) minutes - (5 minutes to present and 5 minutes to receive questions from the committee)

- **Step 5: Committee Deliberation/Responsibilities**
  - Deliberations are based on the SAF Guiding Principle, and the committee must consider the following options and recommend one:
    - Recommend approval of itemized proposal;
    - Recommend approval of itemized proposal with modifications;
    - Recommend tabling proposal (seeking additional information); or
    - Recommend disapproval of itemized proposal
  - Completion of Signature Sheets by Student Committee
  - The recording secretary must email or fax minutes to the FDSS within 24 hours of the end of the hearing.
  - Student Life Representative must scan and email or fax the completed signature sheets to the FDSS within four (4) hours after the end of the hearing.

- **Step 6: Administrative Review of Recommendation(s)**
  - The FDSS reviews all documents to ensure accuracy and completion. Proposal(s) should be documented with the number of yes and no votes and abstentions.
  - The following items must be scanned and emailed to the College President or his/her designee for review and final approval/disapproval:
    - Original Proposal
    - Suggested Itemized Budget Worksheet, Estimated Invoices, etc.
    - Committee’s Recommendation(s)
    - Signature Sheets
    - Unapproved Minutes and Agenda
  - The President or his/her designee should complete the review no later than (3) three business days after email is received. The College President or his/her designee may decide as follows:
    - Approve the itemized proposal from the committee;
    - Approve the itemized proposal from the committee with modifications;
    - Table the itemized proposal (seeking additional information); or
    - Deny the itemized proposal
  - The FDSS will submit itemized proposal and decision to the SCC who will share outcomes with the committee.
• **Step 7: Notification of Special Request Outcomes**
  - The FDSS and/or SCC will send the decision within seven (7) days after the initial hearing date.
  - Some notifications may take longer based on the complexities of the request.
  - In addition, approved funds cannot be transferred to another account, and the requestor **must** submit all financial and supporting documents to the FDSS’ Budget Manager.

### B. College-Wide Special Request (Re-Allocation)

**PURPOSE**

This section outlines the College-Wide Special Request process for review/approval of Re-Allocation Requests used to modify itemized funds that were approved during the annual SAF Budget Hearings and/or by the Student College-Wide Special Request Committee (SCWSRC). The Facilitating Dean of Student Services (FDSS) or the Student College-Wide Special Request Committee (SCWSRC) reviews re-allocation proposals, deliberates, and makes recommendations regarding an approved itemized budget request for student activity fees based on the Student Activity Funding Guiding Principle (SAF Guiding Principle).

**COLLEGE-WIDE SPECIAL REQUEST COMMITTEE MEMBERSHIP**

- Two (2) students per campus/center appointed by SGA (voting)
- Committee is made up of 50% SGA and 50% non-SGA students (voting)
- One (1) Student Committee Chair (SCC) (nonvoting – except to break a tie)
- One (1) Facilitating Dean of Student Services (FDSS) (rotating – nonvoting)
- One (1) Representative from the Office of Student Life (nonvoting)

**SPECIAL REQUEST HEARING DATES**

Dates are scheduled bi-monthly or as needed.

**LOCATION**

Meetings are held at various locations, and may be face-to-face, video conference, etc.

**PROCESS**

- **Step 1: Special Request**
  - The requestor completes an itemized Special Request form and budget worksheet.
  - The forms **must** be submitted to the FDSS at least five (5) business days prior to the special request hearing date. Additional forms may be submitted (e.g., estimated invoices, etc.).

- **Step 2: Review of Re-Allocation Request**
  - The FDSS reviews the request to modify an approved itemized budget.
  - If the FDSS approves the re-allocation request, **go to Step 8.**
If the FDSS does not approve the re-allocation request, go to Step 3.

**Step 3: Confirm and Schedule Appointment**
- The FDSS confirms receipt of request and schedules a presentation appointment for the requestor and provides a copy (cc:) of the request to the student committee chair.

**Step 4: Prepare for Hearing**
- The FDSS and SCC send the following documents to the student committee no later than 48 hours prior to the Special Request hearing:
  - Agenda
  - Minutes from previous meeting
  - College-wide Shadow budget
  - Copies of proposal
  - SAF Guiding Principle

**Step 5: Special Request Hearing**
- The SCC convenes the hearing and follows Robert’s Rules of Order:
  - Roll Call – Confirms quorum (Quorum: 2 voting members present per campus with a 2/3 majority vote.)
  - Review of approved Minutes – Recording Secretary
  - Review of Shadow Budget – Recording Secretary/Treasurer
  - Requestor’s Presentation
    - Requestor has a total of ten (10) minutes - (5 minutes to present and 5 minutes to receive questions from the committee)

**Step 6: Committee Deliberation/Responsibilities**
- Deliberations are based on the SAF Guiding Principle, and the committee must consider the following options and recommend one:
  - Recommend approval of itemized proposal;
  - Recommend approval of itemized proposal with modifications;
  - Recommend tabling proposal (seeking additional information); or
  - Recommend disapproval of itemized proposal
- Completion of Signature Sheets by Student Committee
- The recording secretary must email or fax minutes to the FDSS within 24 hours of the end of the hearing.
- The Student Life Representative must scan and email or fax the completed signature sheets to the FDSS within four (4) hours after the end of the hearing.

**Step 7: Administrative Review of Recommendation(s)**
- The FDSS reviews all documents to ensure accuracy and completion. Proposal(s) should be documented with the number of yes and no votes and abstentions.
- The following items must be scanned and emailed to the College President or his/her designee for review and final approval/disapproval:
  - Original Proposal
  - Suggested Itemized Budget Worksheet, Estimated Invoices, etc.
  - Committee’s Recommendation(s)
  - Signature Sheets
  - Unapproved Minutes and Agenda
The President or his/her designee should complete the review no later than three (3) business days after email is received. He may decide as follows:

- Approve the itemized proposal from the committee;
- Approve the itemized proposal from the committee with modifications;
- Table the itemized proposal (seeking additional information); or
- Deny the itemized proposal

The FDSS will submit itemized proposal and decision to the SCC who will share outcomes with the committee.

- **Step 8: Notification of Special Request Outcomes**
  - The FDSS and/or SCC will send the decision to the requestor within seven (7) days after the initial hearing date. Some notifications may take longer based on the complexities of the request.

---

**C. Campus Special Request (New Funding)**

**PURPOSE**
This section outlines the Campus Special Request process for New Funding used to request funds for expenses that were not funded during the annual campus SAF Budget Hearings. The Special Request Campus Committee (SRCC) reviews proposals, deliberates, and makes recommendations to the Campus Dean of Student Services (CDSS) or his/her designee for allocation of student activity fees based on the Student Activity Funding Guiding Principle (SAF Guiding Principle).

**SPECIAL REQUEST CAMPUS COMMITTEE (SRCC) MEMBERSHIP**
- At least four (4) students appointed by SGA (voting)
- Committee is made up of 50% SGA and 50% non-SGA students (voting)
- One (1) Student Committee Chair (SCC) (nonvoting – except to break a tie)
- One (1) Director of Student Life (DSL) (nonvoting)

**SPECIAL REQUEST HEARING DATES**
Hearing dates are scheduled during Student Government Association meetings or as needed.

**LOCATION**
Meetings will be held on campus, but may include video conferences, etc. as needed.

**PROCESS**
- **Step 1: Special Request**
  - The requestor completes an itemized Special Request form and budget worksheet.
  - These forms **must** be submitted to the DSL at least (5) five business days prior to the special request hearing date. Additional forms may be submitted (e.g., estimated invoices, etc.)

- **Step 2: Confirm and Schedule Appointment**
o The DSL confirms receipt of request and schedules a presentation appointment for the requestor and provides a copy (cc:) to the SCC.

- **Step 3: Prepare for Hearing**
  o The DSL and SCC send the following documents to the student committee no later than 48 hours prior to the Special Request hearing:

  - Agenda
  - Minutes from previous meeting
  - Shadow Budget
  - Copies of proposal
  - SAF Guiding Principle

- **Step 4: Special Request Hearing**
  o The SCC convenes the hearing and follows Robert’s Rules of Order:

    - Roll Call – Confirms quorum (Quorum: at least 4 voting members present excluding the SCC with a 2/3 majority vote.)
    - Review of approved Minutes – Recording Secretary
    - Review of Shadow Budget – Treasurer
    - Requestor’s Presentation
      o Requestor has a total of ten (10) minutes - (5 minutes to present and 5 minutes to receive questions from the committee)

- **Step 5: Committee Deliberation/Responsibilities**
  o Deliberations are based on the SAF Guiding Principle, and the committee **must** recommend one of the following:

    - Recommend approval of itemized proposal;
    - Recommend approval of itemized proposal with modifications;
    - Recommend tabling proposal (seeking additional information); or
    - Recommend disapproval of itemized proposal

  o Completion of Signature Sheets by Student Committee

  o The recording secretary **must** email minutes to the Director of Student Life within 24 hours after the end of the hearing.

- **Step 6: Administrative Review of Recommendation(s)**
  o The DSL reviews all documents to ensure accuracy and completion.
  o Proposal(s) should be documented with the number of yes and no votes and abstentions.

  o The following items are scanned and emailed, faxed, or hand delivered to the Campus Dean of Student Services (CDSS) or his/her designee for review:

    - Original Proposal
    - Suggested Itemized Budget Worksheet, Estimated Invoices, etc.
    - Committee’s Recommendation(s)
    - Signature Sheets
    - Unapproved Minutes and Agenda

  o The CDSS should complete his/her review no later than three (3) business days after receipt of the items and may decide as follows:

    - Approve the itemized proposal from the committee;
Approve the itemized proposal from the committee with modifications;
Table the itemized proposal (seeking additional information); or Deny the itemized proposal
- The DSL will submit itemized proposal and decision to the SCC who will share outcomes with the committee.

- **Step 7: Notification of Special Request Outcomes**
  - The DSL and/or SCC will send the decision within seven (7) days after the initial hearing date.
  - Some notifications may take longer based on the complexities of the request.
  - In addition, if the unallocated (carry-forward) account is used, then approved funds cannot be transferred to another account, and the requestor **must** submit all financial and supporting documents to the DSL’s Budget Manager.

### D. Campus Special Request (Re-Allocation)

**PURPOSE**
This section outlines the Campus Special Request process for review/approval of Re-Allocation requests used to modify itemized funds that were approved during the annual SAF Budget Hearings. The Campus Dean of Student Services (CDSS) and/or the Special Request Campus Committee (SRCC) reviews re-allocation proposals, deliberates, and makes recommendations regarding an approved itemized budget request for student activity fees based on the Student Activity Funding Guiding Principle (SAF Guiding Principle).

**CAMPUS SPECIAL REQUEST COMMITTEE MEMBERSHIP**
- At least four (4) students appointed by SGA (voting)
- Committee is made up of 50% SGA and 50% non-SGA students (voting)
- One (1) Student Committee Chair (nonvoting – except to break a tie)
- One (1) Director of Student Life (nonvoting)

**SPECIAL REQUEST HEARING DATES**
Dates are scheduled during Student Government Association meetings or as needed.

**LOCATION**
Meetings will be held on campus, but may include video conferences, etc. as needed.

**PROCESS**
- **Step 1: Special Request:**
  - The requestor completes an itemized Special Request form and budget worksheet.
  - These forms **must** be submitted to the DSL at least (5) five business days prior to the special request hearing date.
• **Step 2: Review of Re-Allocation Request:**
  o The CDSS reviews the request to modify an **approved** itemized budget.
  o If the CDSS approves re-allocation request, go to **Step 8**.
  o If the CDSS does not approve re-allocation request, go to **Step 3**.

• **Step 3: Confirm and Schedule Appointment:**
  o The DSL confirms receipt of request, schedules a presentation appointment for the requestor, and provides a copy (cc:) to the SCC.

• **Step 4: Preparation for Hearing**
  o The DSL and SCC send the following documents to the student committee no later than 48 hours prior to the Special Request hearing:
    ▪ Agenda
    ▪ Minutes from previous meeting
    ▪ College-wide Shadow budget
    ▪ Copies of proposal
    ▪ SAF Guiding Principle

• **Step 5: Special Request Hearing**
  o The SCC convenes the hearing and follows Robert’s Rules of Order:
    ▪ Roll Call – Confirms quorum (Quorum: at least 4 voting members present excluding the SCC with a 2/3 majority vote.)
    ▪ Review of approved Minutes – Recording Secretary
    ▪ Review of Shadow Budget – Treasurer
    ▪ Requestor’s Presentation
  o Requestor has a total of ten (10) minutes – (5 minutes to present and 5 minutes to receive questions from the committee)

• **Step 6: Committee Deliberation/Responsibilities**
  ▪ Deliberations are based on the SAF Guiding Principle, and the committee **must** consider the following:
    ▪ Recommend approval of itemized proposal;
    ▪ Recommend approval of itemized proposal with modifications;
    ▪ Recommend tabling proposal (seeking additional information); or
    ▪ Recommend disapproval of itemized proposal
    ▪ Completion of Signature Sheets by Student Committee
    ▪ The recording secretary **must** email minutes to the DSL within 24 hours after the end of the hearing.

• **Step 7: Administrative Review of Recommendation(s)**
  o The DSL reviews all documents to ensure accuracy and completion. Proposal(s) should be documented with the number of yes and no votes and abstentions.
  o The following items are scanned and emailed, faxed, or hand delivered to the CDSS or his/her designee for his review:
    ▪ Original Proposal
    ▪ Suggested Itemized Budget Worksheet, Estimated Invoices, etc.
Committee’s Recommendation(s)
Signature Sheets
Unapproved Minutes and Agenda

- The CDSS or his/her designee should complete the review no later than three (3) business days after receipt of the items and may decide as follows:
  - Approve the itemized proposal from the committee;
  - Approve the itemized proposal from the committee with modifications;
  - Table the itemized proposal (seeking additional information); or
  - Deny the itemized proposal

- The DSL will submit itemized proposal and decision to the SCC who will share outcomes with the committee.

**Step 8: Notification of Special Request Outcomes**

- The DSL and/or SCC will send a decision to the requestor within seven (7) days after the initial hearing date. Some notifications may take longer based on the complexities of the request.
Acronyms

CDSS - Campus Dean of Student Services
DSL – Director of Student Life
FDSS – Facilitating Dean of Student Services
SAF – Student Activity Funding
SCC – Student Committee Chair
SCWSRC – Student College-wide Special Request Committee
SRCC – Special Request Campus Committee

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Special Request Form – New Funding ..............................................................................42
Special Request Itemized Budget – New Funding ............................................................43
Student Activity Fee College-wide Special Request Memorandum..................................45
Student Activity Fee Funding Guiding Principal...............................................................47
**Special REALLOCATION Request Form**  

To assure timely deliberations and a ruling on requests, all required materials should be submitted to the Office of Student Life at least thirty (30) days in advance of an event.

1. Special Reallocation Request Form
2. Itemized budget
3. Supporting documentation

The following criteria will be used to determine eligibility of campus program using student activity funds.

1. Programs **must** be open to all students of GPC.
2. Programs **must** support the mission and vision of the College.
3. Programs should promote co-curricular learning, personal growth and development, leadership development, volunteer or community service.
4. Programs should attempt to partner with existing clubs and organizations.

**TYPE OF REQUEST:**  
Campus ________ College-Wide ________ [ ] Reallocation

**ACCOUNT NUMBER:** ___________________________ **DATE:** ___________________________

Club/Organization/Department: ___________________________ Contact Person: ___________________________

Contact Person’s Phone #: ___________________________ Contact Person’s Email: ___________________________

<table>
<thead>
<tr>
<th>SAF FY 20___ Special Request Itemized Budget - Reallocation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reallocate Funds From:</strong></td>
</tr>
<tr>
<td>Expense Category</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

This form is to be used to reallocate approved funds for authorized programs or activity.
For Office Use Only

Hearing Date: ____________________ Request Submitted By: ________________

Representative who will present the request: ________________________________

Amount Reallocated: _______________ Amount Approved: ____________________

SGA______ / Special Request Committee_____ Decision: ☐ Approved ☐ Approved with changes:

☐ Denied

Vote Results: Yea: _______ Nay: _______ Abstained: ________

If denied, please state reason:

________________________________________________________________________

________________________________________________________________________

Student Votes and Signatures: (Yea, Nay, Abstain)

SGA Student Representative Signature: ___________________________ Vote: _____ Date: _____

SGA Student Representative Signature: ___________________________ Vote: _____ Date: _____

SGA Student Representative Signature: ___________________________ Vote: _____ Date: _____

SGA Student Representative Signature: ___________________________ Vote: _____ Date: _____

SGA Student Representative Signature: ___________________________ Vote: _____ Date: _____

Student Representative Signature: _____________________________ Vote: _____ Date: _____

Student Representative Signature: _____________________________ Vote: _____ Date: _____

Student Representative Signature: _____________________________ Vote: _____ Date: _____

Student Representative Signature: _____________________________ Vote: _____ Date: _____

Administrative Signatures:

SGA President/Chair: ___________________________ Date: __________

SGA Treasurer/Designee: ___________________________ Date: __________

Director of Student Life: ___________________________ Date: __________

Special Request Dean/Campus Dean: ___________________________ Date: __________

**Vice-President of Student Affairs: ___________________________ Date: __________

Comments and Discussion:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Special Request Form (NEW FUNDING)  _ _ - _ _ _ _ _ - FY _ _ _ 

To assure timely deliberations and a ruling on requests, all required materials should be submitted to the Office of Student Life at least thirty (30) days in advance of an event.

1. Special Request Form
2. Itemized budget
3. Supporting documentation

The following criteria will be used to determine eligibility of campus program using student activity funds.

1. Programs must be open to all students of GPC.
2. Programs must support the mission and vision of the College.
3. Programs should promote co-curricular learning, personal growth and development, leadership development, volunteer or community service.
4. Programs should attempt to partner with existing clubs and organizations.

TYPE OF REQUEST:     Campus ________ College-Wide ________    ☐ New Funding Request

ACCOUNT NUMBER:             DATE:                    

Club/Organization/Department: ________________    Contact Person: ________________

Contact Person’s Phone #: ________________  Contact Person’s Email: ________________

Date of Event: ________________  Event: ________________

Will you present your request in person? Yes________ No________

Amount Requested: $____________

Explain how funds will be used?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please briefly explain how awarded funding will directly benefit students and promote student development?
____________________________________________________________________________________
____________________________________________________________________________________
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For Office Use Only

Hearing Date: ________________  Request Submitted By: _______________________

Representative who will present the request: ____________________________
### SAF FY 20___ Special Request Itemized Budget - NEW FUNDING

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
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</tbody>
</table>

**Total** $0.00
SGA _____ / Special Request Committee: Decision: □ Approved (Amount) □
□ __________ Approved with changes:

□ Denied

Vote Results: Yea: _______ Nay: _______ Abstained: ______
If denied, please state reason:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student Votes and Signatures: (Yea, Nay, Abstain)

SGA Student Representative Signature: ___________________________ Vote: __________ Date: __________

SGA Student Representative Signature: ___________________________ Vote: __________ Date: __________

SGA Student Representative Signature: ___________________________ Vote: __________ Date: __________

SGA Student Representative Signature: ___________________________ Vote: __________ Date: __________

Student Representative Signature: _______________________________ Vote: __________ Date: __________

Student Representative Signature: _______________________________ Vote: __________ Date: __________

Student Representative Signature: _______________________________ Vote: __________ Date: __________

Student Representative Signature: _______________________________ Vote: __________ Date: __________

Student Representative Signature: _______________________________ Vote: __________ Date: __________

Administrative Signatures:
SGA President/ Chair: __________________________________________ Date: ____________

SGA Treasurer/ Designee: _______________________________________ Date: ____________

Director of Student Life: _________________________________________ Date: ____________

Special Request Dean/ Campus Dean: ______________________________ Date: ____________

**Vice-President of Student Affairs: __________________________________ Date: ____________

Comments and Discussion:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
MEMORANDUM

TO: 
FROM: 
DATE: 
RE: Special Request (New Funding)

The College-Wide Special Request Committee has reviewed and APPROVED your request for student activity funds as awarded below:

Club/Organization:

Purpose:

Budget: $2,000.00

Itemized:

<table>
<thead>
<tr>
<th>Supplies</th>
<th>$1,250.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Refreshments</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

Comment(s):

Along with any comment(s) and/or priorities listed above, please be advised that these funds can only be used according to the itemized list above and cannot be transferred to another account or used for the purchase of gift certificates/cards.

The requestor must submit all financial and supporting documents to the Keith Cobbs, Facilitating Dean of Student Services and Budget Manager, for his signature.

Congratulations!

DJH/tt
cc: Special Request Student Activity Fee Committee
    Dean Deborah Homer – Facilitating Dean
    Dr. Vincent June – VP of Student Affairs & Enrollment Management
GEORGIA PERIMETER COLLEGE
STATEMENT OF UNDERSTANDING

The use of Student Activity Fees (SAF) is a privilege that has been entrusted to your organization by the Student Government Association of Georgia Perimeter College. In order to ensure fiscal accountability, knowledge of the SGA Financial Process and GPC budgeting rules are required.

In this respect, the undersigned have read, understand and agree to the following:

1. I have obtained a copy of the Statutes of the Student Government Association.

2. I am responsible for and agree to abide by the laws and regulations outlined in the Student Activity Fee Codes.

3. I will be completely honest in all dealings with the Student Government Association and GPC.

4. I will not allow the use of SAF funds for personal benefit.

5. Any violation of this Statement of Understanding or law outlined in the Student Activity Fee Codes shall be considered a misuse of SAF funds and subject to sanctions.

________________________________________________________________________
Name of Funded Student Organization or College Department                           Date

________________________________________________________________________
Signature, Club Representative               Date

________________________________________________________________________
Signature, Club Advisor                 Date

________________________________________________________________________
Account/Department Number                  Date
Student Activity Fee Funding Guiding Principle

Funds generated through the student activity fee will support the college’s mission statement and be applied to areas that:

1. Provide relevant, responsive, learning-centered higher education that facilitates the achievement of academic, professional and personal goals; particularly out-of-class experiences.
2. Embrace excellence, teamwork, and quality service that link the college’s human capital with the community thus enhancing student life and the overall student experience.
3. Promote economic, social and cultural vitality that improve the overall quality of the campus experience from the student’s perspective.
4. Demonstrate good stewardship and excellent fiscal management by maximizing opportunities for academic success through well planned activities, programs and initiatives.

FUNDING CATEGORIES

College – Wide: Programs, activities and initiatives with a global perspective that provide opportunities of engagement for the college student population at multiple campus locations, e.g., Homecoming, Cheerleaders, Student Leadership Training, etc.

Campus: Programs, activities and initiatives whose primary purpose provides opportunities of engagement for recognized campus specific student population, e.g., Student Clubs, Organizations, Student Life Programming, etc.

INITIATIVE TYPES

A. Co-Curriculum Learning: Integration of campus activities with specific instructional goals and outcomes.
B. Curricular Learning: Classroom learning activities that include theoretical and practical experiences.
C. Diversity / Multicultural: Education on individual and group differences relating to age, ethnicity, gender, race, socio-economic status, physical and mental abilities, sexual orientation, and other human factors.
D. Innovation: Incorporation of innovative methods to enhance learning experiences.
E. Leadership Development & Training: Instruction designed to improve academic success, personal growth and professional achievement.
F. Partnership/Collaboration: Cooperative interaction of students, college personnel and/or the community whose shared vision is to cultivate the college life learning experiences.
G. Personal Growth & Development: Promotion of self help skills designed to support healthy living lifestyles.
H. Service

Opportunities that provide students interactive hands-on experiences to learn about social issues, apply knowledge and take action in addressing real problems.

REQUEST EVALUATION CRITERIA

1. Programs must be open to all students.
2. Programs must support the vision and mission of the college.
3. Programs must promote funding initiative types.
4. When multiple funding sources are sought, collaboration and partnerships will be encouraged.
STUDENT CLUBS & ORGANIZATIONS DEPOSIT FORM (ID #909300000)

__CLARKSTON__ __DECATUR__ __DUNWOODY__ __LAWRENCEVILLE__ __Newton__

DATE _______________ PREPARED BY ________________

<table>
<thead>
<tr>
<th>REVENUE INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Facilities-Fine Arts Auditorium</td>
<td>$</td>
</tr>
<tr>
<td>Ticket Sales-Fine Arts Performances</td>
<td>$</td>
</tr>
<tr>
<td>Ticket Sales-Other</td>
<td>$</td>
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<tr>
<td>Alpha Beta Gamma</td>
<td>$</td>
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<tr>
<td>Phi Theta Kappa-ROCKDALE ONLY</td>
<td>$</td>
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<tr>
<td>Phi Theta Kappa-All Other Campuses</td>
<td>$</td>
</tr>
<tr>
<td>Other Revenue-Fund 13000</td>
<td>$</td>
</tr>
<tr>
<td>Sales Tax-Ticket Sales</td>
<td>$</td>
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<tr>
<td>TOTAL REVENUES (must equal TOTAL DEPOSIT)</td>
<td>$</td>
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<tr>
<th>DEPOSIT INFORMATION</th>
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<tbody>
<tr>
<td>Cash (detail code: 91XX)</td>
<td>$</td>
</tr>
<tr>
<td>Checks (detail code: 92XX)</td>
<td>$</td>
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<tr>
<td>Credit Cards (detail code: 93XX)</td>
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<tr>
<td>TOTAL DEPOSIT (must equal TOTAL REVENUES)</td>
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**NOTE-A budget transfer form must be completed if using this detail code.**

**Student Accounts Use Only:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt No.</th>
<th>Cashier’s Initials</th>
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</table>
Georgia Perimeter College  
Student Clubs & Organizations Registration  
RE-CHARTER APPLICATION  

Academic Year _____________ - ____________

Recognition as a chartered club requires 1) completion of a re-charter form each academic year, 2) an active membership of at least five currently enrolled students and 3) a cumulative GPA of 2.0 for all officers. Only campus recognized clubs/organizations may use campus facilities and secure funding from the SGA (Student Government Association). Petitions for exceptions and/or provisional chartering information may be obtained in the Office of Student Life.

**CLUB / ORGANIZATION**  
*(Please print or type clearly full names)*

<table>
<thead>
<tr>
<th>Date: _________________</th>
<th>Name of Club/Organization:</th>
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Meeting day, time and location:

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President’s or Chair’s Name:

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President’s or Chair’s Student ID#:

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Complete Mailing Address:

<p>| |</p>
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Phone Number: ___________________________  GPC E-Mail: ____________________

*E-mail is the primary mode of communication. Please check your e-mail often.*

| Signature: ____________________   Date: ____________________ |
|--------------------------------|-------------------|
| □ My signature above hereby grants the Office of Student Life or Advisor permission to verify my GPA. |

**ADVISOR**

Advisor Name:

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Office Phone Number: ____________  E-Mail: ____________________

|---------------------------------|

Office Use Only – Do Not Write In This Space

<table>
<thead>
<tr>
<th>Date received: ____________________</th>
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<tbody>
<tr>
<td>Current constitution on file: yes____ no____</td>
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</table>

Effective Fall 2011
Georgia Perimeter College  
Student Clubs & Organizations Registration  
RE-CHARTER APPLICATION  
Student Organization Membership List

Organization Name _________________________  
Semester/Year ________________________  

Please have all organization members print their full name, Student ID#, and signature. Also indicate if the student is an officer in the organization and what office they hold. All students must be currently enrolled and all officers must have a minimum cumulative GPA of 2.0 or whatever is required by your organization constitution. By signing, students give the organization advisor and the Office of Student Life permission to verify GPA and enrollment status.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Office Held</th>
<th>Enrollment Verification (Student ID #)</th>
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Georgia Perimeter College  
Student Clubs & Organizations Registration  
RE-CHARTER APPLICATION  
Student Organization Membership List

Organization Leader’s Signature____________________  Date______________
Advisor’s Signature_______________________________ Date______________

All officers meet 2.0 cumulative GPA requirements:   yes_____ no____

Organization has at least 5 members currently enrolled:   yes_____ no____

Recognition as a chartered club requires 1) an active membership of at least five currently enrolled students and 2) a cumulative GPA of 2.0 for all officers. Only campus recognized clubs/organizations may use campus facilities and secure funding from the SGA (Student Government Association). Petitions for exceptions and/or provisional chartering information may be obtained in the Office of Student Life.
# Georgia Perimeter College

**Student Clubs & Organizations Registration**

**RE-CHARTER APPLICATION**

*(Please type or print clearly)*

<table>
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<tr>
<th>CLUB / ORGANIZATION</th>
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<tbody>
<tr>
<td>Name of Organization:</td>
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<tr>
<td>______________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Organization:</th>
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<tbody>
<tr>
<td>______________________</td>
</tr>
</tbody>
</table>

*Examples: academic, cultural, service-oriented, political, religious*

<table>
<thead>
<tr>
<th>Acting Leader/President/Chair:</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________</td>
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</table>

<table>
<thead>
<tr>
<th>Active Membership Count:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVISOR’S INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Name:</td>
</tr>
<tr>
<td>_________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Phone Number: _______________ E-Mail: __________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AFFILIATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the club/organization have any affiliations (local, regional, national or GPC departments/programs)?</td>
</tr>
<tr>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>

If yes, please provide the following about the affiliation

<table>
<thead>
<tr>
<th>Affiliation’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________</td>
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</table>

<table>
<thead>
<tr>
<th>Affiliate Representative’s Name: _______________ Phone number: _______________</th>
</tr>
</thead>
</table>

| Complete Address: |
|__________________|
|__________________|

<table>
<thead>
<tr>
<th>Phone Number(s) ___________________ E-mail __________________</th>
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<table>
<thead>
<tr>
<th>ADVISOR</th>
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</thead>
<tbody>
<tr>
<td>Advisor Name:</td>
</tr>
<tr>
<td>______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Phone Number: _______________ E-Mail: __________________</th>
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</thead>
</table>
Please Attach The Following To The Club/Organization Charter Form:

1. Statement of Purpose-why do you wish to exist? Please include any history and organizational goals which will serve GPC students on this campus

2. Petition of Support (25 signatures of currently enrolled students)

3. Proposed Organization Constitution

This statement certifies that the applicant above seeks recognition by SGA to be an officially recognized student organization of Georgia Perimeter College. Official recognition is issued with the understanding that the organization agrees to participate in the Inter-Club Council, remain in regular communication with the Student Life Office, and abide by all regulations officially established by Georgia Perimeter College, Student Government Association, and the University System of Georgia Board of Regents. I willingly assume responsibility for the above named organization’s activities and the appropriate use of college property and funds.

_______________________________________  __________________________
Acting President’s Signature     Date

Advisor’s Signature:     Date

SGA President’s Signature

Date

Director of Student Life Signature:

Date
Requirements:

1. Any group interested in establishing a club or organization must first submit a charter application. This form must be filled out completely with all supporting documents and submitted to the Office of Student Life.

2. New organizations must have a minimum of five (5) charter members, all of whom must be currently enrolled students with a minimum cumulative GPA of 2.0.

3. At least one student leader and an advisor must be identified.

4. A petition of support signed by at least 25 currently enrolled students must be submitted with the application.

5. In addition, a Statement of Purpose and a Constitution must be submitted with the application.

6. The Director of Student Life will review the request, and if complete and accurate, forward to the SGA ICC Chair for review. The ICC Chair will make a recommendation to the SGA Executive Committee. The Senate will vote on the request.

7. The Senate action will be reported to the designated organization leader and advisor by the SGA ICC Chair.

8. After at least one full semester of active participation, an organization may request a budget from SGA through the campus budget process during the spring semester on the academic year. In the interim, organizations have the right to submit a written request for special funding to SGA.

9. In support of the Georgia Perimeter College mission to support academic excellence, all student leaders are required to have and maintain a minimum cumulative 2.0 GPA or higher as designated by a club/organizations constitution. The Office of Student Life will verify officer’s qualifications at the time of chartering. Thus, it is the responsibility of the organization advisor to verify academic standing when the organization re-charters and at the end of each semester prior to continued services in the upcoming semester of term.

10. All clubs/organizations must abide by the rules and procedures as stated in the Georgia Perimeter College Catalog, the Georgia Perimeter College Student Handbook, the Georgia Perimeter College Student Activity Fee Codes, the Student Government Association Constitution, and all University System of Georgia Board of Regents policies and business practices guidelines.

11. Membership in organizations is open to all currently enrolled students. No organization may limit the membership of their group based on age, race, religion, gender, sexual orientation, or other arbitrary variable. Honors/Professional groups may have limited membership based on GPA or major, as outlined by national, regional, or state organizations, and with the approval of the Director of Student Life under the supervision of the Dean of Student Services.
Preamble: Optional preface to the constitution which usually contains reasons for formation of the club/organization.

Constitution: Consists of a few fundamental provisions clearly and briefly written. There are at least seven provisions usually stated in separate articles. Each article may be divided into sections. The articles are as follows:

Article I: Name - State the official name of the organization.

Article II: Purpose - State the purpose or goals of the organization. The purpose or goals may be identified through a definition or organizational affiliation to academic, cultural, service-oriented, political, religious, etc. The group should not duplicate the ideals of an existing student organization. Be sure to identify any local, regional, or national affiliations with any other groups and clearly identify how the club/organization supports with the Georgia Perimeter College’s vision and/mission.

Article III: Membership - Define eligibility requirements of members inclusive of membership renewal, removal, voluntary discontinuance of membership at any time, paying dues, and GPA requirements, etc. Membership may only be open to Georgia Perimeter College Students and must be open to all qualified registered students. Membership must include a statement “… the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or nation origin”. Article II must also include guidelines to ensure the organization membership will not practice physically or psychologically abusive hazing behaviors—either intentionally or unintentionally.

Article IV: Officers, Duties, and Requirements - Describe the governance structure. Is there an executive board? Do officers take an oath of office? State the duties of officers (schedules meetings, determines agendas, approve expenditures, etc.). In compliance with the College’s club officer requirements, a statement of good academic standing must also appear in this section.

Article V: Meetings - State approximately how often meetings can be held. Identify who has authority to call meetings. State what number is required for a meeting’s quorum (if appropriate). Identify standing rules for running a meeting i.e. parliamentary procedure, etc.

Article VI: Elections and Officer Replacement/Removal - State how the officers will be elected, appointed, removed or replaced. State what justifies removal. It is strongly suggested that elections be conducted by democratic procedures. State the time line for elections.

Article VII: Judicial Action (Optional)-State the process for disciplining members of the organization.

Article VIII: Finances - State how the organization will be funded (dues, outside sources, SGA).

Article IX: Advisor - State the process for selecting and removing an advisor. Advisors must be Georgia Perimeter College faculty or professional staff members located on the campus where the club is organized. State whether the advisor is a voting or non-voting member. The Director of Student Life reserves the right to remove and/or appoint organization advisors.

Article X: Amendments/Revisions - State the procedures for amending and revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment of the floor for two weeks, etc.). State who may propose an amendment and outline the process.
**Article XI: Enabling Clause** - This must appear at the end of the Constitution: The (name of the organization) agrees to abide by the policies of Georgia Perimeter College as well as all federal, state and local laws. The Constitution and any revisions or amendments must be approved by the Student Life Office prior to implementation.

**By-Laws:** Contain details necessary to amplify and carry out the provisions of the constitution. All by-laws dealing with the same general subject are grouped together under an article. For instance, there are usually several sections relating to committees. These sections are arranged in consecutive order and together form a by-law or article. By-laws may include the following: Types of Membership; Election of officer/committees; Detailed requirements for membership; Provisions for calling and conducting meetings; Method of admitting new members; Parliamentary authority; Dues; Number of constituting a quorum; Powers/duties of committees; Vote required for decisions; Powers/duties of officers and Procedure for amending by-laws.
Georgia Perimeter College
Student Clubs & Organizations Registration
CHARTER APPLICATION
Forming New Organizations
Petition of Support

All new organizations requesting to register with the SGA must receive the support of at least twenty-five (25) currently enrolled Georgia Perimeter College students. Organizations exist to serve the students; therefore this petition of support is an important part of the registration process.

Please return this petition attached to the SGA ORGANIZATION REGISTRATION FORM to the Student Life Office.

Name of Organization:
__________________________________________________________________

Type of Organization:
__________________________________________________________________

Organizational Affiliation:
__________________________________________________________________

Purpose of Organization:
__________________________________________________________________

Organization Leader Advisor:
__________________________________________________________________

By signing below, I attest to the following; I am a currently enrolled student at Georgia Perimeter College, I give permission to verify my registration. I understand the purpose of the proposed organization, and I support the creation of the club/organization for the purpose therefore stated. I also understand all recognized organizations may receive funding through the Student Government Association student activity funds in which I have contributed. Therefore, by signing below, I acknowledge and support the above mentioned organization right to request student activity fee funds.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Student ID #</th>
<th>Signature</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>Print Name</td>
<td>Student ID #</td>
<td>Signature</td>
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<td>25</td>
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</tbody>
</table>
Travel Regulations Summary (http://www.gpc.edu/~finaff/travel/summary.htm)

THE TRAVEL PROCESS

Step 1

Submit a Prior Approval for Travel Authorization form to the Budget Office, Decatur Campus.

- Prior Approval must be completed and signed by your supervisor.
- Prior Approval should be submitted at least two weeks prior to any registration deadlines.
- If traveling by air, an authorization number will be assigned by the Budget Office.
- An approved copy will be returned to the department if you include extra copies.

Step 2

Prepayment of Registration Fees

- One completed and approved Payment Request, including the Federal Identification Number.
- Three copies of a completed and approved Prior Approval for Travel Authorization form.
- Original and one additional copy of the completed registration form.

Step 3

Travel Reimbursement

- Complete the Travel Expense Statement, with supervisor's approval, and submit it to the Budget Office, Decatur Campus
- Include original receipts for lodging, vehicle rental, registration, and airfare with the expense statement.

Authorization for Travel

Approvals for local travel are submitted on a fiscal year basis. Authorized expense amounts must be approved by the department budget manager.

American Express Online: 1-888-762-8728
An authorization number is required when making online airline reservations. This 10-digit code is assigned by the Budget Office on the prior approval form. American Express Online charges a $7 service fee for tickets booked online and agent assisted booking is $22.00.

**Registration Fees**

Registration Fees may be paid in advance by the College. A payment request with the Federal Identification No., registration form with one additional copy, and **Prior Approval for Travel Authorization form should be submitted at least two weeks prior to the registration deadline**. Send all forms directly to the Budget Office, Decatur Campus.

**Mileage Rate**

Effective January 1, 2011 the mileage rate is $0.51 per mile.

**Campus Travel - mileage limits one way**

Reimbursement for local campus travel will be limited to the following:

<table>
<thead>
<tr>
<th>Between Alpharetta and…</th>
<th>Clarkston</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Decatur</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>Dunwoody</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Lakeside</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Newton</td>
<td>63</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Between Clarkston and…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpharetta</td>
</tr>
<tr>
<td>Decatur</td>
</tr>
<tr>
<td>Dunwoody</td>
</tr>
<tr>
<td>Lakeside</td>
</tr>
<tr>
<td>Newton</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Between Decatur and…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpharetta</td>
</tr>
<tr>
<td>Clarkston</td>
</tr>
<tr>
<td>Dunwoody</td>
</tr>
<tr>
<td>Lakeside</td>
</tr>
<tr>
<td>Newton</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Between Dunwoody and…</th>
</tr>
</thead>
</table>
### Travel Expense Statements

Travel Expense Statements must be submitted within 60 days of the trip. Incomplete forms will be returned to the employee. Statements received after 60 days may not be reimbursed. Original receipts are required for lodging, airfare, and vehicle rental. Travel reimbursements are made via direct deposit.

### Meal Limits

The daily meal limits shown below may be considered as a single daily total:

<table>
<thead>
<tr>
<th>Number of Meals Reimbursed</th>
<th>Meals Reimbursed</th>
<th>Maximum Allowable Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 meals per day</td>
<td>breakfast/lunch/dinner</td>
<td>$28.00</td>
</tr>
<tr>
<td>2 meals per day</td>
<td>breakfast/lunch</td>
<td>$13.00</td>
</tr>
<tr>
<td></td>
<td>breakfast/dinner</td>
<td>$21.00</td>
</tr>
<tr>
<td></td>
<td>lunch/dinner</td>
<td>$22.00</td>
</tr>
<tr>
<td>1 meal per day</td>
<td>breakfast</td>
<td>$ 6.00</td>
</tr>
<tr>
<td></td>
<td>lunch</td>
<td>$ 7.00</td>
</tr>
<tr>
<td></td>
<td>dinner</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
7.1 Travel Regulations

In requiring employees to travel in the performance of their duties, Georgia Perimeter College will reimburse those employees for reasonable and necessary expenses that are incurred while traveling away from their official headquarters and places of residence. In cooperation with regulations promulgated by the Georgia Department of Audits and Accounts, the Office of Planning and Budget and the Board of Regents, Georgia Perimeter College has adopted the following regulations regarding travel of employees on official business of the University System. It is believed that these travel practices will protect the best interest of the employee and Georgia Perimeter College.

7.1.1 Travel Authorization

Prior Approvals
Employees required to travel in the performance of their official duties and entitled to reimbursement for expenses incurred shall have prior authorization from their immediate supervisor and the College Budget Office for the performance of travel. A specific authorization is required for those individuals who are required to make occasional trips. Specific authorization shall be in such form as to indicate the itinerary, the estimated cost of travel, the mode of transportation and the general purpose of travel. The Prior Approval form must be completed with all required signatures ten working days prior to the anticipated travel. Out of Country travel must be approved by the campus Provost or Vice President.

Local Travel
In the case of individuals required to travel on a regular basis, i.e., local travel, approval may be in the form of a standing authorization prepared on an annual basis. Local travel will be defined as day-to-day trips within the metro Atlanta area that do not require the payment of registration fees. A specific travel authorization for local travel will be necessary when a registration fee is required.

7.1.2 Subsistence (Meals and Lodging)

Reimbursement Claims
Reimbursement claims for subsistence (meals and lodging) are to be reported on travel expense statements by date, location, and amount for each meal and lodging claimed. An individual taking annual leave while away from headquarters on official business is not entitled to subsistence for the period of the leave. With certain exceptions, reimbursement for subsistence within a 30-mile radius (or the county) of a person's home office or residence is not allowable. Out-of-state travel expenses for meals and lodging may exceed the following...
limits for travel within the state, but they should be reasonable and any unusual amounts should be justified.

**High Cost Area**

Employees traveling in high cost areas may be entitled to meal reimbursement exceeding $28.00 per day. The Federal Per Diem Rates will be used to identify high cost areas. High cost areas within the State of Georgia are as follows: Atlanta, Augusta, Brunswick, Jekyll Island, Savannah, and St. Simons Island. The high cost areas within the state of Georgia are subject to meal reimbursement not to exceed $36 per day.

### 7.1.2.1 Meals

**Limitations on Meal Expenses**

Reimbursement will be made for the actual costs of meals, within certain limits. The standard three meals per day reimbursement is $28.00 per day, including taxes and tips. Charges for three meals in excess of $28.00 per day must be explained on the **Travel Expense Statement**. Reimbursement of claims for fewer than three meals per day should be evaluated in terms of the daily limit and is left to the discretion of the Budget Office.

In normal circumstances, it is expected that dinner should cost more than lunch and lunch more than breakfast. Reimbursement for tips will be allowed according to the Attorney General’s Opinion 70-28 dated March 6, 1970; tips should be included in the price of each meal.

**Meal Expenses Associated with Overnight Travel**

Employees traveling overnight may be reimbursed for the actual cost of meals, within the maximum limits established in these travel regulations. Limits are based on the length of day that an employee is officially on travel status. The following limits apply to meal reimbursement.

- Breakfast - $6.00
- Lunch - $7.00
- Dinner - $15.00

Generally, employees who travel overnight should not be reimbursed for three full meals on the day of departure or return. Employees may only be reimbursed for the meals purchased while officially on travel status. (For example, if an employee departs at 3:00 p.m., the employee should not claim breakfast or lunch expenses for the day of departure.) Employees may be reimbursed for meal expenses incurred within the 30-mile radius, provided the travel destination is more than 30 miles. Employees who depart for an overnight trip prior to 6:30 a.m. are entitled to reimbursement for breakfast expenses, provided an expense was incurred. Employees who return from an overnight trip later than 7:30 p.m. are entitled to reimbursement for dinner expenses, provided an expense was incurred. Employees traveling outside Georgia should make every effort to remain within the meal limits described in these travel regulations. However, employees may experience some high cost areas which cause the employee to exceed the authorized meal expenses. Employees who experience this situation should refer to the Federal Per Diem Rates. The listing should be used as a guide to
determine appropriate meal expenses for various cities throughout the United States. Meal expenses associated with travel to high cost areas should be approved prior to the trip.

Meal Expenses NOT Associated with Overnight Travel
Employees who are required to travel for their job and do not stay overnight may be reimbursed for certain meal expenses under the following situations:
Employees acting as an official representative for their institution may be reimbursed for meals which are an integral part of a scheduled, official meeting. Reimbursement is only authorized, however, if the meeting is with persons outside of the employee's department and if the meeting continues during the meal. Employees cannot be reimbursed for meal expenses if they leave the premises of the meeting site. Employees may be reimbursed for a noon meal if the meal is a scheduled part of an intra institutional meeting or training session (i.e., the meeting or training session continues during lunch and the employees do not leave the premises of the meeting site). Reimbursement is only authorized; however, if the meeting or training session was previously approved by the appropriate official, equaled or exceeded six hours in length, and was held more than 30 miles from the employee's office. Reimbursement for the meal expenses may be documented by a copy of the formal written agenda.
Employees may be reimbursed for noon meals that are part of required registration fee.

Employees who are more than 30 miles away from home or headquarters on a work assignment and are away for more than 13 hours may be reimbursed for meals, even when there is no overnight lodging. In this situation, employees are entitled to reimbursement for the noon meal. In addition, employees who depart prior to 6:30 a.m. are entitled to reimbursement for breakfast expenses, and employees who return later than 7:30 p.m. are entitled to reimbursement for dinner expenses.

Employees, who are more than 30 miles away from home or headquarters on a work assignment and depart prior to 5:30 a.m., are entitled to reimbursement for breakfast expenses, even when there is no overnight lodging. Employees who are reimbursed for any of these circumstances are still expected to remain within the authorized meal limits. Expenses which exceed the authorized amounts should be explained on the travel expense statement. Individuals responsible for approving travel expenses should review these explanations to determine whether the higher costs are justified and allowable.

Meal Expenses Incurred While Taking Leave
Employees who take annual leave while on travel status may not be reimbursed for meal expenses incurred during the period of leave.

Required Documentation of Meal Expenses
All meal expenses must be itemized on the employee travel expense statement, indicating the date, location, and the actual cost of each meal. Taxes and tips are also reimbursable; however, they should be included in the total meal cost subject to the authorized limits. Receipts for meals are not required. However, expenses which exceed the $28.00 per day authorized meal limits should be explained on the expense statement. Individuals responsible
for approving travel expenses should review these explanations to determine whether the higher costs are justified and allowable.

### 7.1.2.2 Lodging

**Regulations governing Lodging Costs**

Employees who travel more than 30 miles (and outside the county) of their home office, residence, or headquarters may be reimbursed for lodging expenses associated with overnight travel. Employees will be reimbursed for the actual lodging expenses, provided the expenses are reasonable. It is expected that reservations will be made in advance whenever practical, that minimum rate accommodations will be utilized, that "deluxe" hotels and motels will be avoided, and that commercial rates will be obtained whenever possible. Many hotels and motels grant commercial rates upon request to state employees who show identification. These rates may be exceeded, but must be justified. For example, if an employee stays at a higher cost hotel where a meeting is held in order to avoid excessive transportation costs between a lower cost hotel and the location of the meeting, or for the safety of the individual, then these costs are justified.

**Authorization for Lodging within the 30-Mile Radius**

On occasions, institutions are required to sponsor conferences, trade shows, and other functions which require personnel to work at the event. In many cases, the persons planning and coordinating the event reside or work less than 30 miles from the scheduled meeting site. The Budget Office must approve overnight travel for such persons who are coordinating institution sponsored events, provided the affected employees are required to begin work within nine hours of completing the previous day’s activities. In addition to mileage, affected employees may be reimbursed for meals and lodging in accordance with the provisions of the Travel Regulations. The following information is required for GPC Budget Office approval: name of the employee, date and purpose of the event, responsibilities at the event, and the approval of the immediate supervisor. Authorization for such travel must be done in advance of the scheduled event. It should be noted that this provision only applies to conference and other institution sponsored events that occur. This provision does not authorize persons to claim travel reimbursement for activities which are part of their normal responsibilities. In addition, this provision would not apply for persons who are required to attend evening meetings as part of their normal responsibilities.

**Georgia Excise Tax**

Section 48-13-51 of the Official Code of Georgia Annotated exempts Georgia state or local government officials or employees traveling on official business within the State of Georgia from paying the county or municipal excise tax on lodging. However, sales tax should continue to be charged since the payment of the hotel or motel bill by employees is not considered to be payment directly by warrant on state appropriated funds. This tax exemption should be explained at the time reservations are made. Some difficulty may be encountered in communicating with the hotel or motel that state employees are exempt from the excise tax. The Georgia Hotel Tax Exemption form should be presented to the hotel or motel to provide documentation that the identified employee is on official state business and qualifies...
for exemption. The form can be printed from the GPC web site. It should be noted that the provisions of this exemption only apply to lodging expense incurred while traveling on official business and that any personal lodging expense (even if incurred at the same hotel or motel, before or after the official business related travel) would not qualify for the exemption. If the hotel refuses to accept the tax-exempt form at check-in, the employee should attempt to resolve the issue with the hotel management before checking out at the end of their stay. If the matter is not resolved by the time the employee checks out, the employee should pay the tax. The employee should explain the payment of the tax as an unusual expense on their travel expense statement.

Shared Lodging
When a room is shared with other college employees on travel status, reimbursement will be calculated on a pro rata share of the total cost; however, when a pro rata share of lodging cost is claimed, the expense statement must show the name or names of the employees with whom the room is shared. The simplest method would be for each employee to ask for a separate bill for his share of the room cost. An individual on travel status accompanied by husband, wife, or other individual who is not an employee on travel status will only be entitled to reimbursement at the single room rate.

7.1.3 Transportation
7.1.3.1 Vehicle

Vehicle Use Regulations
A traveler will be authorized to choose between a personal vehicle and common carrier after careful analysis of the distance, timeliness and overall costs of a trip. Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized. Use of a private aircraft will be left to the discretion of the Executive Vice President of Financial and Administrative Affairs. Reimbursement for transportation expenses incurred when using personally owned vehicles will be at the legally authorized rate per mile for the actual number of miles traveled in the performance of official duties. Effective September 10, 2005, the mileage rate was $.485 per mile. Effective January 1, 2006, the mileage rate is $.445 per mile. The initial point of departure during an employee's normal workweek shall be the individual's residence or headquarters, whichever is closer to the destination point. The initial point of departure on weekends or holidays, however, should be the individual's actual point of departure. No transportation costs will be allowed between an employee's place of residence and his official headquarters. Reimbursement will not be allowed for expenses other than those incurred by the employee on travel status. Payments to friends or other individuals will not be allowed. Employees should attempt to travel together when applicable. (TRAVEL TIP – For travel directions, maps, and calculated mileage check out the Internet address www.mapquest.com.) Actual odometer readings will be reported. Personal mileage will be excluded in determining the mileage for reimbursement. Claims exceeding mileage computed by the most direct route from the point of departure to the destination (due to field visits, picking up passengers, etc.) must be explained on the Travel Expense Statement.
**Campus Mileage**
An employee on required College business will be reimbursed for local mileage provided these miles are in excess of the daily commute between home and office. Odometer readings are not required on campus-to-campus mileage. Reimbursement for local campus travel will be limited to the following:

Alpharetta to Clarkston 30
Alpharetta to Dunwoody 14
Alpharetta to Decatur 37
Alpharetta to Gwinnett 19
Alpharetta to Rockdale 41
Clarkston to Alpharetta 30
Clarkston to Dunwoody 13
Clarkston to Decatur 10
Clarkston to Gwinnett 24
Clarkston to Rockdale 22
Dunwoody to Alpharetta 14
Dunwoody to Clarkston 13
Dunwoody to Decatur 22
Dunwoody to Gwinnett 22
Dunwoody to Rockdale 35
Gwinnett to Alpharetta 19
Gwinnett to Clarkston 24
Gwinnett to Dunwoody 22
Gwinnett to Decatur 34
Gwinnett to Rockdale 25
Rockdale to Alpharetta 41
Rockdale to Clarkston 22
Rockdale to Decatur 18
Rockdale to Gwinnett 25

Claims for local mileage must show points visited and the return location. A point-to-point explanation is required.

**Parking/Tolls**
The authorized mileage rate is to include the normal expenses incurred in the operation of a personal vehicle. In addition, parking and toll expenses will be paid for official travel in a personal or state vehicle. Low-cost long-term parking or automobile storage should be utilized. Receipts for parking and toll expenses should be provided when possible; if not available, a written explanation must be included on the expense statement.

**Rental Vehicles**
Use of commercially leased vehicles will be left to the discretion of the supervisor and must be approved prior to departure. Commercially leased vehicles should be obtained from the state contracted rental agency according to the conditions of the State Contract (www2.state.ga.us/departments/doas/procure/contracts/contract_name.html No. S-070293 Automotive Rental). Employees will be reimbursed for costs associated with official use of such vehicles. Personal accident insurance on rental vehicles is not reimbursable. Employees who are able to obtain lower rates through other companies should use the other companies to rent vehicles.

**State Vehicles**
Employees traveling in state vehicles (from the state motor pool) should purchase gas at state owned facilities when feasible. All such purchases should be made with a state credit card.

Effective Fall 2011
Ride Share
Employees sharing a ride with another state employee using either a state or personal vehicle, and not claiming reimbursement for mileage, should indicate in the automobile record section of the expense statement the name of the person they rode with and the dates of the trips. Those utilizing state owned aircraft should also indicate such as a mode of transportation.

7.1.3.2 Commercial Air Transportation

Regulations Governing Use of Commercial Air Transportation
Employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. Employees who require air travel should obtain the lowest available airfare to the specified destination, which may include the use of the Internet, a travel agency, or the State airfare contract. Information on State contracted rates are available at the website(www2.state.ga.us/departments/doas/procure/contracts/contract_name.html No. S-20643 Airfares). It should be noted that employees are not required to use the statewide contract when lower fares can be obtained through another airline. The contracted airline should, however, be offered the opportunity to meet the lower fare. Employees are also not required to use the statewide contract if the contracted flight is not non-stop and the contracted flight would cause the employee undue hardship or would conflict with the employee's schedule. (TRAVEL TIP - Check the Internet at www.sidestep.com, www.airfares.com, etc. for flight options and prices. If you find a lower fare than a quote received from American Express, give them the flight numbers and see if they can meet the price.) Reimbursement will be made upon presentation of a ticket stub, receipts, or other documentary evidence of expenditure via the Travel Expense Statement upon completion of trip. According to law (1978 S.B. 73, Act 1369), officials or employees traveling by commercial air carrier will not be reimbursed for that portion of non-coach (first-class, business class) air fare which exceeds the cost of the lowest fare for the flight on which such official or employee is traveling unless: space is not otherwise available; a licensed medical practitioner certifies that because of a person's mental or physical condition specific air travel arrangements are required; or the Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons. Prior written approval by the Executive Vice President for Financial and Affairs is required on the above exceptions.

Upgrades to Non-Coach Travel
State officials or employees may, at any time, use personal frequent flyer miles or similar programs to upgrade to non-coach travel. In addition, nothing in this policy shall preclude a state official or employee from personally paying for an upgrade to non-coach travel. For purposes of conducting official state business, state officials or employees may negotiate or arrange for upgrades to non-coach travel with individual commercial carriers if (1) the flight is international and over five hours in duration, and (2) the carrier agrees not to charge any additional cost to the state.
**Indemnification Received Due to Travel Inconveniences Imposed by Airlines**

Occasions may arise when airlines overbook, change, delay or cancel flights, thereby imposing travel inconveniences on their passengers. In these instances, airlines often offer the impacted passengers indemnification for these inconveniences. Examples of indemnification that may be offered by an airline include vouchers for meals or lodging, upgrades to non-coach travel, and credits toward future flight costs. State employees are authorized to accept such indemnification if the travel inconvenience was imposed by the airline and there is no additional cost to the state.

**Airline Cancellations**

Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the institution's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the institution. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the institution will be obligated to pay the penalties and charges.

**Airline Departure and Return**

When traveling by common carrier to conduct official State business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the institution of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the appropriate authority, the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in salary and additional subsistence. Prior written approval by the Budget Office is required.

**Airline Reservations**

Airline reservations can be handled by American Express Travel Services. Many travel agencies now charge fees (usually around $35) for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs. Travel agencies used for making travel arrangements should not be related (by ownership) to the employee making, authorizing, or approving the arrangements. The travel agencies should also not be related to the employee actually traveling. A "related" party would include any members of the employee's family or any organizations in which the employee or his/her family members have a financial interest. The purpose for not using such travel agencies is to maintain the institution's integrity in financial matters.

**7.1.3.3 Private Aircraft**

Use of personal aircraft (owned or leased) will be authorized only after a careful analysis of the distance, timeliness, and overall cost factors of a trip have been considered. Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized. If a private aircraft is used, reimbursement will be at the rate authorized for use of a personal vehicle ($0.485 per road mile) for the most direct route from the employee's residence or headquarters to the destination point(s), whichever is nearer.
of a private aircraft will be left to the discretion of the Executive Vice President of Financial and Administrative Affairs.

7.1.3.4 Miscellaneous Transportation
Travel by Railroad
State agencies may reimburse employees for the actual cost of rail transportation, provided the appropriate personnel authorized the travel expense in advance. Employees traveling by rail are encouraged to obtain the lowest possible fare. There is not a statewide contract for transportation by rail.

Mass Transportation
Transportation by bus, taxi, or airport van will be reimbursed between the individual's departure point and the common carrier's departure point; between the common carrier's arrival point and the individual's lodging or meeting place; and between the lodging and meeting places if at different locations. It is expected that airport vans will be utilized when available, when arrival or departure is during daylight hours, and when they are the lowest cost alternative. Although receipts are not necessary for such items of transportation, a point-to-point explanation is required for each such item reimbursed.

Required Documentation of Expenses
All travel by rented or public transportation must be recorded on the employee travel expense statement. Employees requesting reimbursement must submit receipts for travel by commercial air carrier or railroad and for the cost of rental vehicles. Although receipts are recommended, employees are not required to submit receipts for travel by mass transportation, taxi, or airport vans. However, a point-to-point explanation is required for each item reimbursed. All transportation expenses should be itemized on the employee Travel Expense Statement.

7.1.4 Miscellaneous Expenses
Registration Fees
Registration fees required for participation in workshops, seminars or conferences which an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or copy of a check showing payment. Any part of registration fees applicable to meals will be reported as a meal expense and not as a registration fee, if the costs can be separately identified. Registration fees may be prepaid. A Payment Request and two copies of the registration form must be submitted with the Prior Approval for Travel. See Section 7.5 on Registration Fees.

Baggage Handling Services
Employees may be reimbursed for expenses associated with baggage handling services (porterage) when an expense is actually incurred in moving luggage into or out of lodging places, common carriers, and/or airports, and when such expense was necessary. Employees should not be reimbursed for such expenses when they choose to use baggage handling services as a convenience to them.
Telephone/Telegraph/Fax Expenses
Expenses for official business telephone, telegraph or facsimile messages which must be paid for by the traveler are allowed. Personal calls made while on travel status are not reimbursable.

Stationary/Supplies/Postage Expenses
Expenses for stationery, supplies, and stenographic or duplicating services may be allowed if reasonable. Postage expense incurred relative to travel will be allowed. Claims should be explained on the travel reimbursement statement. Receipts or invoices should accompany the travel expense statement.

Unallowable Expenses
The following expenses are not reimbursable unless specific legal authority has been established: Laundry; Tipping for hotel concierge or maid service; Valet service for parking, when self parking options are available; Theater; Entertainment; and Alcoholic Beverages.

7.1.5 Reimbursement Procedures
Responsibility for appropriate audit, approval, and reimbursement of Travel Expense Statements is vested in the Executive Vice President for Financial and Administrative Affairs or designated representative of the institution. Georgia Perimeter College Budget Office and Accounting Services personnel will process completed and approved travel statements in an expeditious manner. Reimbursement for local travel mileage will be processed the 20th of each month. All other claims for reimbursement will be processed weekly. Each Travel Expense Statement must be approved by the employee's supervisor before submission to the Budget Office. In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the department manager. Travel expense statements cannot be resubmitted at a later date or at year-end for additional reimbursement.

The Travel Expense Statement must be submitted to the GPC Budget Office within 60 days of the trip. Due to year-end closeout procedures, a specific date will be established during the last quarter of the fiscal year. Travel expense statements received after the designated date will not be subject to reimbursement in the current fiscal year. Statements received after the cutoff date will be charged to the subsequent fiscal year. Forms for travel reimbursement shall be the standard forms approved for use by the University System of Georgia. All travel forms (Prior Approval for Travel, Travel Expense Statement, Tax Exemption Certification) are available on the GPC Travel Information web site. No other forms will be accepted.

7.2 Travel Procedures
There are two forms used in connection with the preparation and processing of travel:
1. Prior Approval for Travel Authorization and
2. Travel Expense Statement
Both forms are available on the GPC Travel Information Web site.

Effective Fall 2011
7.2.1 Prior Approval for Travel Authorization
Travel trips are not authorized until the Prior Approval for Travel is properly approved. A specific authorization is required for each trip with the exception of local travel. Local travel will be defined as day-to-day trips within the metro Atlanta area that do not require registration fees. Local travel will be approved on an annual basis. The format of the Prior Approval for Travel form is self-explanatory. The form must be completed in its entirety, with all required approvals, ten working days prior to the anticipated travel. Note that the account number of the department must be added to the upper right corner of the form. Travel expense will be charged to Account Code "640100", whereas the payment of registration fees will be charged to "727130".

Upon returning from a trip, the employee should submit a completed Travel Expense Statement to the departmental Budget Manager. The departmental Budget Manager should review the expense statement for accuracy and compliance with travel regulations. If the statement is in order, the form should be signed and forwarded to the Budget Office, Decatur Campus.

7.2.2 Travel Expense Statement
The Travel Expense Statement is to be completed by the individual traveler. Reimbursement to an individual may cover only those expenses pertaining to that individual; it may not include expenses pertaining to other individuals regardless of who paid the expense. Each individual must request his or her reimbursement. In cases where the prior approval denotes a preauthorized amount, reimbursement will not exceed this authorization unless specifically approved by the department manager. Travel Expense Statements cannot be resubmitted at year-end for any additional reimbursement.

The Travel Expense Statement must be submitted to the Budget Office within 60 days of the trip. Due to year-end closeout procedures, a specific date will be established during the last quarter of the fiscal year. Travel Expense Statements received after the designated date will not be subject to reimbursement in the current fiscal year. All receipts and paid bills must be original. Employees are required to sign their Travel Expense Statements attesting that the information presented on the form is accurate. Employees who provide false information are subject to criminal penalty of a felony for false statements, which is subject to punishment by fine of not more than $1,000 or by imprisonment for not less than one nor more than five years.

Travel Expense Statement Form Detailed Explanation
1. Name and Social Security Number: Self-explanatory.
2. Title: Official Title.
3. Headquarters: Campus.
4. Account Number: Departmental Account Number.
5. Residence: Home Address.
6. Date: From date of departure to date returned.

Effective Fall 2011
7. Date Column: Date expense incurred.
8. Time departed/arrived column: Time of day departed and time of day returned from trip. Only one blank in this column for "departed" and one blank for "arrival" should be filled in for each complete trip. Days subsequent to trip departure and prior to trip return require no entry. This information must be provided.
10. Breakfast column: Amount spent for breakfast each day including tip.
11. Lunch column: Amount spent for lunch each day including tip. For additional information see the regulations concerning the noon meal in Section 7.1.2.1.
12. Dinner column: Amount spent for dinner each day including tip. NOTE: If meals are provided as part of a registration fee, a meal allotment is not allowed for that same period.
13. Lodging column: Amount spent for lodging must be included on the Travel Expense Statement. An original receipt for lodging must be attached to the Travel Expense Statement. When a room is shared with other state employees on travel status, reimbursement will be calculated on a pro rata share of the total cost. A College employee on travel status, if accompanied by someone who is not a state employee on travel status, would be entitled to reimbursement at a single room rate. The hotel or motel receipt should indicate the amount for a single room rate.
14. Total column: Total breakfast, lunch, dinner and lodging for each day.
15. State use mileage: If transportation is by personal auto, the total mileage is brought forward from the back side of the form and multiplied by the mileage rate to arrive at the amount to be entered in the blank so designated.
16. Common carrier, taxi/limousine: If transportation is by common carrier, taxi/limousine, or authorized rental vehicle, the total is brought forward from the backside of the form and entered in the blank so designated. The amount for air travel or other expenses charged directly to the College should not be included in the total. These expenses should be listed as memo items only.
17. Total travel expense: The column is totaled in this space.
18. Miscellaneous expenses: Detail on the backside of the form is brought forward and entered in the box so designated.
19. Grand total: The total travel expense and miscellaneous expenses to be reimbursed should be entered in this box.
20. Automobile mileage record: a. REQUIRED - Georgia license no. of car: License number of auto used. b. Period ending: Self-explanatory. c. Total state use miles are carried forward to the front side of the form. A continuation form may also be used to record the mileage for additional local trips.
21. Purpose of trip: Statement of the reason for the travel and the type of business conducted. Check the appropriate box for local travel.
22. Common carrier, taxi/limousine: The expenditures for all forms of transportation except for personal vehicle mileage should be itemized in this space. Receipts in support of Common Carrier expense must be attached (including tickets prepaid by the College). A receipt for an authorized vehicle rental must be attached to the Travel Expense Statement.
23. Miscellaneous: Except for telephone calls and toll fees, receipts must be attached. Registration fees, parking and toll fees are examples of miscellaneous.

Effective Fall 2011
7.5 Registration Fees
Registration Fees Prepaid by the College
Registration fees required for attendance at meetings, conferences, seminars, and workshops may be paid in advance by the College. In order to request advance payment of registration fees, the following items must be submitted to Budget Office, Decatur Campus:

1. A completed and approved Payment Request, including the Federal Identification Number.
2. Copy of a completed and approved Prior Authorization for Travel.
3. Original and one additional copy of the completed registration form.

All checks for the payment of registration fees will be routinely mailed to the payee unless noted otherwise on the Payment Request. An employee planning to prepay a registration should allow adequate time for processing. It is suggested that the appropriate information for the payment of registration fees are submitted at least two weeks prior to the registration deadline.

Registration Fees Paid by the Employee
Registration fees may be paid in advance by personal check or personal credit card. Employees may also pay for registration fees at the meeting or workshop. Under these circumstances, reimbursement will be processed after the trip via the travel expense statement. Receipts are required.

Registration Fees Charged to the GPC Visa Purchasing Card
Registration fees may be charged to the departmental GPC Visa Purchasing Card. The registration fee must be documented on the Prior Authorization for Travel. Established procedures for the GPC Visa Purchasing Card apply to registration fee expenses. Additional meal allotments are not allowed if the meal is included in a registration fee.

7.6 Individual Student Travel
Students may be reimbursed for travel expenditures from state funds in two types of situations. A student who is a Georgia Perimeter College employee may be reimbursed when the student has incurred travel expenses associated with their job duties. Student Activity funds may be used to reimburse travel costs incurred by a student or group of students when representing the institution or a recognized institutional student organization funded or approved by the Georgia Perimeter College Student Activities Committee.

7.6.1 Student Employees
Students must be employees of Georgia Perimeter College and the travel must provide a service to the college in relation to their job duties. Students may not be reimbursed for travel where the primary purpose is to benefit the student in personal development and/or course related activities or degree requirements. Travel approvals and reimbursement procedures are consistent with the Georgia Perimeter College Travel Regulations.

7.6.2 Student Travel Funded by Student Activity Funds

Effective Fall 2011
In situations where college has the opportunity to involve students in off campus experiences related to the mission of the college and the travel is not related to the student’s employment duties or degree requirements, Student Activity funds may be used to promote participation in programs. Travel approval must be obtained from the appropriate Student Activity budget manager. Travel is reimbursed based on Georgia Perimeter College Travel Regulations. The Georgia Perimeter College Travel Expense Statement must be completed and submitted to the Budget Office for the reimbursement of expenses.
**TRAVEL EXPENSE STATEMENT**

<table>
<thead>
<tr>
<th>NAME</th>
<th>SOC SEC</th>
<th>TITLE</th>
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<tbody>
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<td>Last</td>
<td>First</td>
<td>Middle Int.</td>
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<tr>
<td>CAMPUS</td>
<td>ACCOUNT NO</td>
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<tr>
<td>RESIDENCE</td>
<td>DATE FROM</td>
<td>DATE TO</td>
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<tr>
<th>TIME</th>
<th>DETAILS OF SUBSISTENCE (Attach Lodging Receipt)</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Date</td>
<td>Departed</td>
<td>Arrived</td>
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**TOTALS**

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<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Lodging</th>
<th>TOTAL</th>
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<td>0.00</td>
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<td>0.00</td>
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**STATE USE MILEAGE:**

- @ 48.5 CENTS PER MILE
- @ 50.5 CENTS PER MILE

(Must be supported by automobile mileage record on the reverse side)

- 0.00

**COMMON CARRIER, TAXI / LIMOUSINE**

(Explain in section on reverse side)

- 0.00

**TOTAL TRAVEL EXPENSES**

- 0.00

**MISCELLANEOUS EXPENSES**

(Explain in section on reverse side)

- 0.00

**GRAND TOTAL**

- 0.00

---

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by not less than one year nor more than twenty years of penal servitude, that the above statements are true and I have incurred the described expenses and the State use mileage in the discharge of my official duties for the State.

APPROVED

(Supervisor)

SIGNED

(Employee)

DATE 11/17/2008

Effective Fall 2011  

Page 77
# Automobile Mileage Record

**GEORGIA LICENSE NO. OF CAR** __________________________  **PERIOD ENDING** __________________________

Prepare daily, using a separate block for each day's travel and for each departure from headquarters.

<table>
<thead>
<tr>
<th>Date</th>
<th>DAILY TRAVEL (Points visited)</th>
<th>ODOMETER READING</th>
<th>MILES TRAVELED</th>
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<td>FROM: ________________________</td>
<td>Starting</td>
<td>Miles</td>
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<td></td>
<td>TO: __________________________</td>
<td>Ending</td>
<td>Personal Use</td>
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<td>Points Visited: _______</td>
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<td>State Use</td>
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<td>Points Visited: _______</td>
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**TOTAL MILES TRAVELED** 0.00  0.00  0.00

Transfer total State use miles to travel expense section (front side) for computation of amount at the prescribed State mileage rate.

**PURPOSE OF TRIP:** (Attach prior approval form if applicable)

If traveling under a standing authorization for local travel, please check ☐

<table>
<thead>
<tr>
<th>Date</th>
<th>COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)</th>
<th>Amount</th>
<th>Date</th>
<th>MISCELLANEOUS (Explain, attach receipts except for taxi and cab)</th>
<th>AMOUNT</th>
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<td>TOTAL AMOUNT</td>
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<td>TOTAL AMOUNT</td>
<td>(Enter in appropriate line of expense section on other side)</td>
<td>$0.00</td>
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