Course Budget Process

For cash advances please complete the Cash Advance form, sign and return to Academic Operations. Please allow 2 weeks for processing as the Business office only issues checks every other Friday (Payroll Week). Checks must be signed out and picked up from A/O where instructors will be issued a receipt book and cash bag.

At the end of term instructors have 2 weeks to complete a Cash Advance Reconciliation. Otherwise they are responsible for reimbursement to the college of moneys advanced.

Reimbursements for purchases related to a course must be submitted on a Reimbursement/Reconciliation form with all original receipts and submitted to Academic Operations no later than 2 weeks after the term has ended.

When using your Course budget funds please follow the following rules:

**Guest speakers** are never paid cash from Instructors. A Guest Lecturer form and a signed W-9 form must be complete before a check can be issued to the speaker by the business office.

**Donations** can only be given to 501C-3 organizations. Donation receipts will not be accepted except when the following process is followed - I.E. charitable organizations, churches or government agencies. Receipts for donations in exchange for presentations, tours or any content must follow the following rules in for reimbursement/reconciliation:

- Receipt with 501C-3 Tax id#
- Name of organization
- $ amount of donation
- Date and signed

**Receipts** must contain the following

- Date of transaction
- Name of organization/person where transaction took place
- Address of transaction
- $ amount of transaction
- Transaction details i.e. what has been purchased

**Invoices** must contain the following i.e. Homestays, housing

- Date of transaction and signature
- Name of organization/person where transaction took place
- Address of transaction
- $ amount of transaction
- Transaction details i.e. what is being invoiced, dates of stay and rate of stay.

International transactions must have original receipts and currency exchange rate for purchase. Bank statements will only be accepted for currency exchange rate.

Things that will **not** be accepted:

- Bank statements in lieu of receipts
- Hand written receipts on blank paper
- Donation receipts without proper documentation
- Food receipts unless it is directly related to academic content
- Receipts for alcohol
- Receipt for guest lecturers

Any moneys not accounted for with an original receipt will be the responsibility of the instructor to pay back to the college or will not be reimbursed. I agree to the terms above.

Name__________________________________ Signature__________________________________________________

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