

# Travel & Purchasing

Revised 10-6-08

*The Auditors have requested that we provide you with this check sheet for you to use each time you travel.*

- If you have an event at your local site, you will not need to fill out a travel roster, but before your first game we must have a Team Roster on file with those team members Membership and Consent forms completed.
  - Come in and see us if you need to reserve a facility, pay referees, have our staff collect ticket money, need to collect a visiting team entry fee, a gate admission, or to sell concessions.
  
- If you have an event away from your home site:
  - Fill out a Travel Roster (available on-line or in our office) and bring it into our office at least four working days before you intend to leave (If you are flying allow 30 days).
    - We will then check our files to be sure that all who are traveling are members of the team with a release of liability on file. An email informing you of any members whose paperwork is not in, will be sent to you ASAP.
    - If we do not have “Membership” and “Consent” forms on file, or if a player or coach is driving, the appropriate forms must be provided to us before you leave or that player will not be allowed to travel with the team. If they go unauthorized, your team may be assessed up to a \$300 fine.
    - Be sure to fill in complete estimated costs and how you will travel there. Use the small box in the top right-hand corner of the Travel Roster for this.
  
- Anytime you are going to collect money or use club money to buy or pay for ANYTHING, contact our office for approval and assistance in following the University’s Cash Handling and Purchasing Policy, or the money may have to come out of your own pockets!!!**
  
- If you will be staying overnight, we need to have you take a signed “Travel log” envelope. This authorizes you to represent Weber State while you are abroad, and insures our liability. It is intended as an organization device for your receipts. You will need to fill it out completely and bring it back to us with all the receipts.
  - Decide on the hotel you would like to stay at after doing some price checking...remember these are your club funds.
  - You can hold this reservation by either using your club p-card, or come in and we will use ours. Then when you travel, we will activate your p-card for that amount and you can pay with it as you leave the hotel. **Be sure to get detailed original receipts of all p-card purchases (be careful of internet reservations—If we can’t get a detailed receipt from them, you may be charged \$75.** For hotels we need to know how many rooms, which dates, and who is in which room. Your club funds are to be used only for team members and coaches—no additional family or friends. They must make and pay for their own reservations.
  
- What is your form of transportation?

- Airline—Give us three weeks notice. We will help you to purchase the tickets with the appropriate purchasing card, or through the University’s travel agency representative.
  - Bus or University vehicles—Come in and get a Bus Contract or a green FM request (for a university rental car) authorized by Teri. In order to drive a University vehicle, you must arrange with FM to get a driver’s card first. The cost will then be automatically transferred from your account.
  - Rental vehicles—The University prefers that you use their contracted rental agencies, but you can use others if you prefer and want to assume the risk of the first \$10,000 on your own auto insurance. Reserve your vehicle and bring us an estimate. We can then activate your p-card so you can pay for the vehicles when you return them.
  - Private vehicles—We must have a copy of “Private Vehicle Request” on file along with a photocopy of your current insurance and driver’s license if you are driving your own vehicle or a rental vehicle.
    - Your club can decide if they are going to cover “gas only” costs for any trip.
      - If you want to cover gas, the preferred way is to activate your p-card. We can pay an individual back on their personal expense but only up to \$100 per event (not per person or type of expense).
      - If gas will cost more than \$100, estimate the gas amount on your travel roster and have your p-card holder pay for all the gas with his/her travel purchase card. They can then bring the receipts into us along with their “Travel-log”. **We must have the original receipts turned into us!**
      - To buy gas, you need to fill your vehicle with gas before leaving for an event. This gas is not paid for with club funds. We can reimburse subsequent fill-ups along the road, and to top your tank when you return. If this is not adhered to, we may opt to pay the University standardized mileage instead (a copy is in your folder).
- Buying food on the road:
- If your club has pre-approved the funds on your travel roster you can purchase food. We prefer that you use your travel p-card. Always keep original receipts for us! **Be sure to bring us a detail receipt showing what food was bought and a list of all who ate the food (unless the eaters were the entire team on a travel roster and no one else).**
    - If under \$100 we can do a petty cash receipt when you return (this is for entire event costs).
    - If over \$100 we can authorize your travel p-card to pay for it, or requisition a check to reimburse you (this takes about two weeks).
- Buying Uniforms, Supplies, Equipment or ANYTHING ELSE—ONLY **After you have approved it** with our office:
- If under \$100—we can reimburse you with a petty cash form. Go ahead and pay for it however you want and bring us the receipts.
  - If \$100-1000—look for what you want either on your own, or we have catalogs. Bring us an estimate of what you want along with sizes and colors. We will order it with your help from our office and pay for it with Wendy or Teri’s purchasing card.
  - If over \$1000—we must order it through the University Purchasing Department. Do not order supplies yourself or you will likely pay out of pocket! Generally this amount of an order will be processed without question, however, the Purchasing Department may choose to send it for bid (what this really means is that if they are aware of another

vendor who has better prices for the same quality, they will use them instead). Anytime they choose another vendor, we and you will be notified before the order is placed. We often use local vendors, but cannot guarantee that vendor. This amount of a purchase **MUST HAVE** a purchase order number from the University Purchasing Department **before it is ordered!!!**

- If over \$3000—we must send the order through as a requisition and purchasing must put it out for bid. You will be notified before the order is placed if there are any changes.
  
- Paying for coaches fees:
  - This year our policy has been revised regarding coaches compensation. We have a Coaches Contract Form that must be filled out by the Club Leadership and submitted to us **before any coaching services are incurred.** This will define who the coach is, what the agreement is, what the University requirements are, and how much and when a coach will be paid. It needs to be signed by the Club President before it comes to our office.
    - This contract for services will then go through an approval queue with us, the legal department, and purchasing before we start the requisition.
  
- Paying for Referees:
  - We need to have a new “Individual Contractor” form every time you use an official unless they are paid through an *officiating league* (*in this case we will need to set them up like a facility PO*). Please make sure that it is legible, includes the dates of service and the amount you are paying them.
  - Bring the filled out form into our office after the service is performed and we will requisition the payment through a mailed check. This process takes about two weeks.
  
- Facility use, ie, a workout facility, gym, or any location use other than Weber State:
  - We must set up a contract with the facility **before you begin to use it.** The University Purchasing Department will set this up through us. Just bring us a quote and we will go from there.
  
- Entry Fees:
  - When you have an away game or tournament and your team needs to pay an entry fee:
    - Call the sponsoring team about three weeks in advance to make arrangements. Have them mail, email, or fax us an invoice for the event. Information we need includes: who the check is payable to, mailing address for the team, date and amount payment is due, date and location of the event, contact name and phone number for the hosting school. This could also include umpire fees for away games. We will start a requisition to have a check mailed to the hosting school by the date specified. Be sure to allow us two weeks for this process.
  - When you host a home game or tournament and a visiting team needs to pay an entry fee to us:
    - Contact the visiting school or team about three weeks in advance and send them an invoice for their entry fee. Include the date, location, amount and date payment is due (prefer 1 week before event). Have them mail their entry check payable to WSU (team name) to: WSU Campus Recreation, Attn. Wendy, 2802 University Circle, Ogden, UT 84408. Phone #801-626-6313. We will see that the checks are deposited in your account under the appropriate codes. Be sure to have them send a copy of the invoice with the payment.

□ Player Dues and/or Lift Tickets:

- Dues/ Lift Tickets are to be paid by individuals directly in our office with cash or check. This way we can properly receipt team members and assure that the money will arrive in the correct account.
  - If a player needs to pay by credit card, they can do that at the cashier's office (this will be changing to our office by the end of the year). Be sure to have the student come and get one of our bright pink forms with your detail account numbers and student W# on it—then bring us (or mail us) the receipt so we can credit your account. We will be happy to provide you with a copy.
  - **Coaches and club leadership may NOT collect dues or any money from students, teams, admission, team entry amounts, etc. Duplicate receipts are no longer allowed. Be careful folks, this is the auditor's requirement.**
  - Checks can be mailed to our office at:
    - Campus Recreation; Attention: Wendy  
2802 University Circle  
Ogden, UT 84408

Be sure that they include what the check is for...ie. Dues, entry fees, gifts etc. for what club, event, or dates.