Wilmington College
Title III Grant Manual
Updated 11.11.2019
Integrating Data, Planning and Student Coaching to Improve Student Success

Reports: Monthly, Quarterly, Interim, Annual Grant Performance and Fiscal Report, Final Performance Report

Updates to Policies

Forms

This policies and procedures document has been developed to guide Wilmington

College through the implementation of the Department of Education Title III

Strengthening Institutions grant. The handbook is designed to ensure

compliance with institutional, grant, and Federal regulations. In all cases,

Federal law will supersede the policies and procedures of Wilmington College.

This handbook will be updated periodically as is necessary.

Introduction

Project Goals and Objectives

Institutional Goal: Improve the viability of the College through stable enrollment, supported by infrastructure and a culture of assessment that creates a more effective and comprehensive student success model.

Activity #1 Establish a culture of assessment and data-informed decision making o increase institutional effectiveness.

Activity #2 Strengthen the campus IT infrastructure to support assessment and data collection, through upgrades and replacement of fiber optics network backbone.

Activity #3 Increase retention and graduation rates through improved use of both data and professional staff.

Project Administration and Personnel

Key Personnel Responsibilities and Job Descriptions

Title III Project Director

Dr. Cole Dawson, Associate Vice President for Academic Affairs will serve as Title III project director with 10% of his responsibilities shifted directly to Title III leadership. Responsibilities include direct supervision of the Title III Coordinator, establishment and maintenance of effective organizational and administrative structure for all Title III activities, development of an institutional assessment plan for informed decision making, and development and implementation of a student success improvement plan. Additionally, as a member of the President's Council, Dr. Dawson is responsible for direct and regular communication with the Academic Affairs Vice President, the President, the President's Council, and the Board of Trustees.

Title III Project Coordinator/ Data and Budget Director

Jennifer Cornell serves as the Project Coordinator/ Data and Budget Director. This position serves as project administrator, responsible for day-to-day operations of the Title III program, including all post award administrative responsibilities specifically project management, assessment, and reporting. Because the Title III project touches many aspects of the College, this individual will coordinate

with faculty, staff and administrators across the campus to ensure that the activities carried out under the grant are meeting the proposed objectives. This position is also responsible for approval of grant expenditures in compliance with federal regulations and College requirements, technology and assessment portions of the grant; and implementing the assessment plan leading to improved student success. Other responsibilities include budget management, day-to-day budget and purchasing duties, and guiding the analysis and interpretation of data leading to early interventions and student success program planning, and managing the College assessment plan.

Title III Research Analyst

Daniel McCamish and Ruth Clark serve as research analysts. Reporting to the Project Coordinator, this position conducts analyses of assessment data and prepares user friendly summary reports that present the data in an organized and meaningful way to various stakeholders and decision makers. The position assists faculty and administration with data requests for internal and external reports; develops, collects, administers assessment surveys and reports, both paper and online; administers external surveys; and provides support in the use of data-analytics in assessment and planning.

Title III Student Success Coaches

Jena Frommeyer and Sara Ressing each advise a group of at-risk students identified through interventions established within the activities funded in this project. Workload will be split between the two coaches alphabetically. These positons extend beyond the traditional academic intervention model and will provide integrated coordination between retention assessment, student placement, academic advising and student support services. Coordinate mental health interventions with the Office of Counseling Services. Duties are extensive and include:

<u>Academic Coordination</u> -- review of RNL survey results that identify students who have borderline behavior putting them at-risk; review of prior academic coursework or high school course work with review of college placement; creation of personalized success plan for each at-risk student; more;

<u>Career Preparation</u> – connect students to needed services to identify intended career path as it relates to current major; assist students with

potential internships related to major; assist students with creating professional identity and presence, resume creation, social media etiquette; more;

Personal Development – coordination and referral of support services for issues identified in the RNL survey that indicate emotional/psychological concerns; encourage and monitor student engagement; encourage development of a deeper sense of self awareness, coping, values, and passions; more;

Overall – participate in activities to improve retention rates, graduation rates, student engagement and satisfaction; and work in cooperation with Data & Budget Director, IE Research Analyst, Program Coordinator, and Program Director to track and summarize assessment data to analyze trends and make recommendations for practice improvements and creation of new policies.

Title III Support Specialist
The Title III Support Specialist is a part-time position (20 hours/week) funded by Title III grant and will report to the Title III Project Coordinator. The support specialist will perform a variety of data management functions, including records management, setting up and managing spreadsheets and databases, compiling information and analyzing results. This position will also assist with special projects and programming relating to the grant as needed.

Title III Mental Health Counselor/ LPC
Alexandra Sillato is the grant's full-time Licensed Professional Counselor, and she provides mental health counseling to students. Students will be assigned by the Director of Counseling Services, Student Success Coaches, or self-referred.

Title III External Evaluator
The external evaluator will conduct monthly phone calls with the Project Coordinator to provide an independent analysis of the results of project activities. Responsibilities include review of all internal reports, activities, and program activities and outcomes. Evaluator will issue an annual interim report in years 1–4, which will serve to guide the project and will culminate in year 5 with the Final Assessment Report

Organizational Chart

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┌─────────────────────────────┐
│ Wilmington College Board of │
│          Trustees           │
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                │
┌─────────────────────────────┐           ┌──────────────┐
│                             │ - - - - - │   External   │
│          President          │           │  Evaluator   │
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┌──────────────────┐          ┌──────────────────────┐
│ Vice President   │          │ VP for Student Affairs│
│ for Academic     │          │                      │
│ Affairs          │          └──────────────────────┘
└──────────────────┘                     │
        │                      ┌──────────────────┐
┌──────────────────┐           │     Director     │
│ Associate VP for │           │    Counseling    │
│ Academic Affairs │           │     Services     │
└──────────────────┘           └──────────────────┘
        │                                │
┌──────────────────┐           ┌──────────────────────┐
│ Title III Project│───────────│  LPC (Mental Health  │
│   Coordinator    │           │     Counselor)       │
└──────────────────┘           └──────────────────────┘
   /      │      \
┌────────┐ ┌────────┐ ┌────────┐
│Student │ │Title III│ │Support │
│Success │ │Research │ │Specialist│
│Coaches │ │Analyst  │ │  (PT)  │
└────────┘ └────────┘ └────────┘
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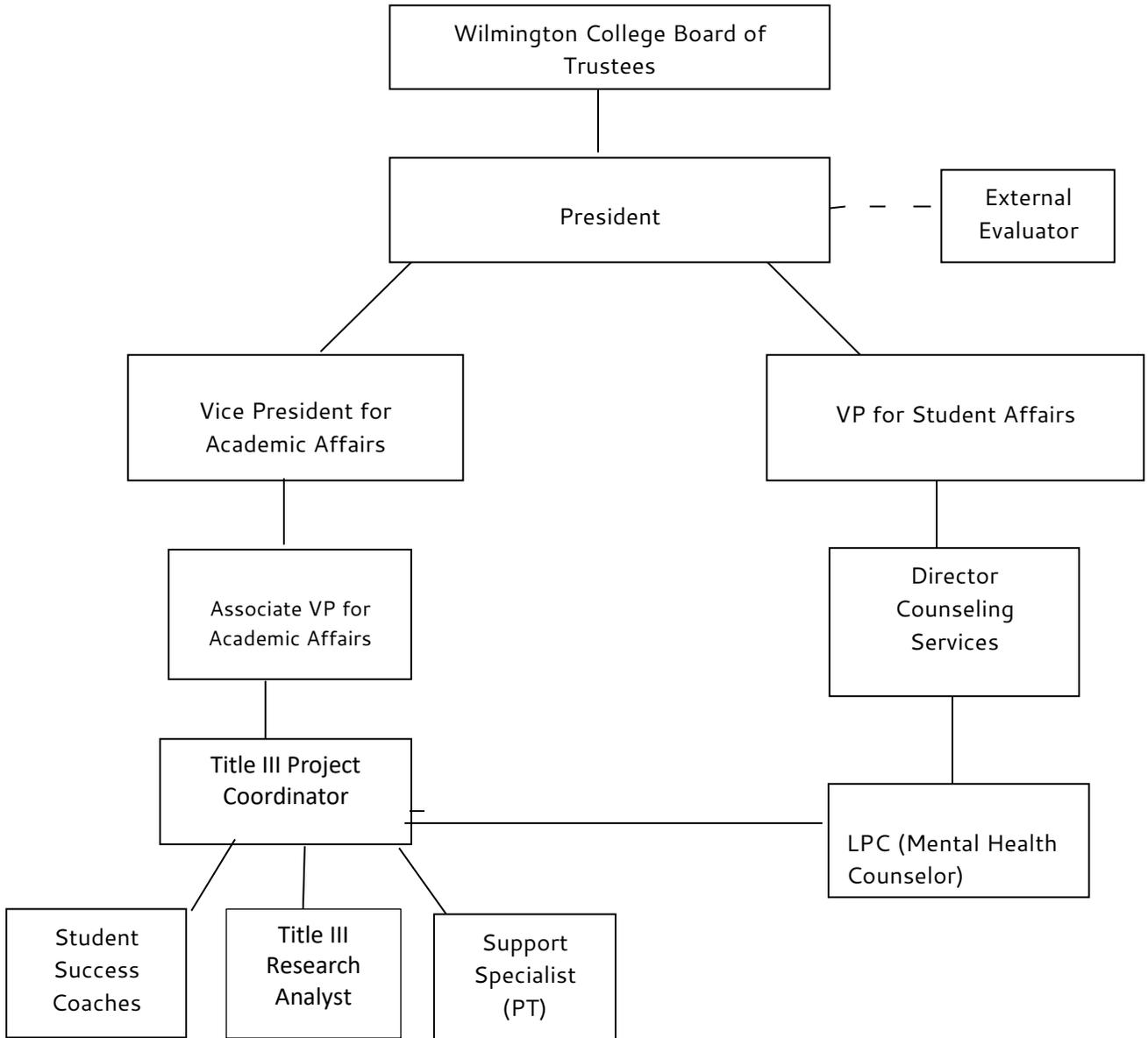
Time and Effort Reports

Weekly Time and Effort Reports will be kept by all Title III staff. The Time and Effort Reports will be sent to the Program Coordinator every week electronically. The Program Coordinator will keep these reports in electronic form.

Changes in Key Personnel

All changes in Key Personnel require prior approval from the Title III Program Office per EDGAR 74.25(c)(2–3). This includes changes in personnel, personnel replacement, prolonged absence, or reduction in allocated time.

Hiring Procedures

The hiring procedure for individuals supported by the Title III grant funds will follow the hiring practices of Wilmington College.

Title III Legislation and Regulations

Equipment

Procedures for equipment inventory will follow EDGAR 74.34. Equipment records will be kept for all equipment valued at $3,000 or more purchased under the grant and an inventory will be conducted once a year. All equipment will be dispersed through the Title III office so proper inventory and record keeping can occur for all pieces of equipment. The Equipment Inventory will be completed each year by the Support Specialist.

Equipment Records must contain:

Description of the equipment and the model number

 Equipment identification number, such as a serial number

 Date the equipment was acquired and the cost

 Location and condition of the equipment, including the date this information was reported

 Any other important information regarding the replacement or disposition of the equipment

Travel

Guidelines for travel follow the same general institutional travel policies.

a.	All travel must be preapproved by the Project Officer. Requests should be sent with information on the reason for travel, participants, and estimated cost. Requests should be sent 30 days prior to travel.

b.   Travel must be associated with one of the Title III project activities in a way that will lead to achieving project objectives. Only personnel on the Title III grant are eligible for travel.

c.   A brief written travel report must be submitted with the request for payment, summarizing highlights of the conference and its benefits. How experience/knowledge/skills were used to benefit the unit or university should be submitted when completed.

d.   Travel under the Title III activity will be in accordance with the approved operational plan of the Title III Proposal. Travel Request and approval will be accordance with College Policy.

e.   Cash advances are not permitted for travel. Expenses can be put on institution's credit card or the employee can be reimbursed once all documents have been submitted.

Regulations

This Title III grant is regulated by Title 34 Part 607 and the Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99. These regulations can be found online at:http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html

This Title III grant is regulated by Title 34 Part 607 and the Education Department General Administrative Regulations (EDGAR) in 34 CFR

Part 74 — Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (page 102)

Part 75 — Direct Grant Programs (page 133)

Part 76 — State-Administered Programs (page 163)

Part 77 — Definitions that Apply to Department (page 196)

Part 79 — Intergovernmental Review of Department of Education Programs and Activities (page 198)

Part 80 — Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (page 202)

Part 81 — General Education Provisions Act Enforcement (page 231) Part 82 — New Restrictions on Lobbying (page 244)

Part 84 — Government Wide Requirements for Drug-Free Workplace (Financial Assistance) (page 256)

Part 85 — Government Wide Debarment and Suspension (Non Procurement) *
* [Part 85 REMOVED—Relocated to 2 CFR 3485; see other applicable grant regulations] Part 86 — Drug and Alcohol Abuse Prevention (page 262)

Part 97 — Protection of Human Subjects (page 270)

Part 98 – Student Rights in Research, Experimental Programs, and Testing (page 285) Part 99 – Family Educational Rights and Privacy (page 287)

OMB Circular A–21

The Office of Management and Budget (OMB) Circular A–21 establishes the principles for determining costs that are applicable to grants, contracts, and other agreements between the federal government and educational institutions. The circular can be found online at:
http://www.whitehouse.gov/omb/circulars_default.

Time Extensions

A one–time extension of the project period for up to one year may occur without prior approval. Written notification that includes supporting reasons for the extension and an updated expiration date of the grant must be submitted to the Program Officer no later than 10 days before the end of the project period. The extension cannot be for the sole purpose of exhausting unexpended funds, cannot require the need for additional funds, and cannot change the scope or objectives of the project.

Financial Management

Drawdown

All payments to the College from the grant will be processed through the G5 Payments Module. The College has elected to utilize a reimbursement method of payment. The Business Office will manage the G5 Payments Module and all drawdowns of funds.

Audit

The College will conduct a A–133 Audit on a yearly basis as is required by the Single Audit Act for grantees that expend more than $500,000 of Federal funds in one fiscal year. The audit will be overseen by the College Business Office.

Allowable

Costs are considered allowable if it can be demonstrated that the cost is (1) necessary and reasonable, (2) allocable, (3) given consistent treatment through application of generally accepted accounting principles, and (4) conform with any limitations or exclusions set forth in the Federal Cost Principles or the Grant Award Notification (OMB Circular A–21). Additionally, a list of unallowable activities will be utilized to ensure expenditures meet Federal regulations.

Personnel Pay
(§§74.27, 75.511–75.519 and §80.22)

The rules in Part 75 cover issues such as paying consultants with grant funds, waiving the requirement for a full-time project director, making changes in key project staff, and prohibiting dual compensation of staff. General rules governing reimbursement of salaries and compensation for staff working on grant projects are addressed in the cost principles located in Title 2 of the Code of Federal Regulations (2 CFR). In all cases, payments of any type to personnel must be supported by complete and accurate records of employee time and effort. For employees who work on multiple functions or separately funded programs or projects, the grantee must also maintain time distribution records to support the allocation of employee salaries among each function and separately funded program or project. All employees must be paid according to College guidelines. The same rules apply to grant-funded positions as any other College employee.

Reasonable
A cost is considered reasonable if it would be incurred by a reasonable person.

Allocable
A cost is considered allocable if it is associated with specific activities found within the approved grant.

Expanded Authorities
Prior approval requests may be waived in some instances based on Expanded Authority. These include time extensions, budget transfers, and carryover (EDGAR 74.25).

Budget Transfers
No prior approval is required for many budget transfers. Those that do require prior approval include:
 Changes in project scope or objectives;
 Changes in a key personnel specified in the award document;
 The absence for more than 3 months or a 25% reduction in time of the approved project director;
 The need for additional Federal funds;
 The transfer of funds allotted for training allowances to other categories;
 Transfer or contracting out of any work

Carryover

Funds that are unexpended in a given budget period will be carried over into the following budget period without prior approval. Unexpended funds may be used for any allowable coast that falls within the scope and objectives of the project. The Program Office may require a written statement describing how the funds will be used.

Disclosing Federal Funding in Public Announcements

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state —

1) the percentage of the total costs of the program or project which will be financed with Federal money;

2) the dollar amount of Federal funds for the project or program; and

3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Sections 1101(a)(4), 1105, and 1106 of Division F, Title I, of Public Law 113-6, Consolidated and Further Continuing Appropriations Act, 2013, which incorporates by reference the requirements set out in Section 505 of Division F, Title V, of Public Law 112-74, Consolidated Appropriations Act, 2012.

Trafficking in Persons

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2.ii. are revised to read as follows:

"a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85."

"b.2 ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85."

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its sub recipients.

Prohibition of Text Messaging and Emailing while Driving

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.

Procurement Process

The procurement of goods and services funded through the Title III grant will follow the College Purchasing Procedure Guidelines. For the purpose of the grant, purchases will only be allowable if it is demonstrated that it contributes to the project objectives. In all cases, the procurement standards outlined in EDGAR 74.40–74.48 must be followed.

Record Keeping

Records will be kept by the Project Coordinator, Business Office, and the Office of Academic Affairs

FINANCIAL MANAGEMENT

Fiscal Monitoring

The U.S. Department of Education expects that the Title III grant be administered in accordance with generally accepted business practices to maintain proper stewardship of taxpayer dollars. The Project Director is responsible for ensuring that funds spent from this grant are done so in accordance with all agency, state, and University regulations.

To assist with financial compliance, the Office of Sponsored Programs (OSP) monitors the monthly and quarterly fiscal activities for this grant. OSP facilitates drawdowns, conducts financial reconciliations, and submits financial reports to the Department of Education as required. These activities ensure compliance with the federal regulations applicable to this grant:

·   CFR PART 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99
·   EDGAR, as applicable
·   2 CFR, as applicable

Certain expenditures must be reviewed and approved by the Office of Sponsored Programs before they are processed. This includes:
·   Payments to individuals or small businesses as consultants and external services
·   Petty cash requests
·   Purchase vouchers
·   Approval forms to employ consultants before services are rendered.

Federal Fiscal Year: The federal fiscal year begins October 1 and ends September 30.

WC Fiscal Year: The College's fiscal year begins July 1st and ends June 30th.

Internal Fiscal Management Procedures

Purchase Order: A buyer–generated document that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties. A purchase order sets forth the descriptions, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller. Purchase orders are also called legal and binding order form.

Before goods or services are purchased follow these steps:
1.   Review your budget to determine if you have sufficient funds
2.   Insufficient Funds – Submit a budget revision
3.   Review your requisition for mistakes before you submit the requisition
4.   Submit a requisition
5.   Email all supporting documentation including budget revisions to everyone in the approval workflow.

How to place an order:
1. Requisition will flow through the approval workflow so that all parties have reviewed and signed off on the purchase
2. Purchasing and AP will review the requisition for budget, inconsistencies, correct account information, verify that item descriptions are clear for seller/vendor.
3. Purchasing and AP will communicate the individual responsible for submitting the requisition to help us determine how you want to proceed.
4. Purchasing will process the request into a purchase order or a check (Use guidelines).
5. The requisition is processed into a purchase order
6. The purchase order is mailed to the seller/vendor to fulfill the order
7. The seller/vendor fulfills and ships order
8. You send acknowledgement of receipt of order to AP.
9. The seller/vendor mails invoice that references PO#.
10. Accounts payable pays invoice

The following steps outline how to check to see if a requisition has been processed or to check a purchase order.

Vendor Database
1. Query for vendors first
2. Use *
3. Query the address
4. Look at alternate or other addresses (the address you have may be in these fields)
5. Use Fed ID#

Online Requisition Manual
Located at wc@home, Business Office, Purchasing.
Accounts Payable: Pay vendors for goods and services received
Procurement Cycle
1. Order
2. Receipt
3. Vendor Payment

Documentation

All packing slips are to be submitted to the business office for proof the goods were received for auditing purposes. Expectable ways to document received goods:

1. Packing Slip – usually inside the box or attached to the outside
2. Signed copy of purchase order or invoice, noting "received"
3. Email
4. Exception – passage of time

Employee Responsibilities – Ordering

1. Negotiate terms with vendor
2. Identify cost center and account
3. Funding
4. Supporting documentation (e.g. quote)
5. Submit requisition
6. Approvals

Employee Responsibilities – Receiving

1. Send packing slip to Business Office
2. Confirm satisfaction with services

Employee Responsibilities – Vendor Payment

1. Checks are printed on Thursday and available Friday
2. Vendor payment terms (e.g. net 30)
3. Noon Tuesday cut-off

Requisition for Check (RK)

A Requisition that goes directly to A/P to issue a check. Used when there is no time between making a commitment and issuing payment.

· Membership dues
· Magazine subscriptions
· Student refunds
· Athletic officials
· Honorariums
· Hotels or conference registrations that will not accept a PO

Expense Reimbursements

1. Submit on blue form or Excel template
2. Log or support mileage with google maps
3. Provide receipts
4. Approvals required—cannot sign for yourself

     5. Submit to Accounts Payable

Resources – Intranet
- Missing Receipt Affidavit
- Reimbursement Form template (Excel)
- Blank w-9 form
- W-9 form for Wilmington College
- Sales tax exemption forms for Ohio, Kentucky, Florida
- Purchasing Policy

Credit Cards

1. Review your budget before spending on the credit card for budget and correct accounts
2. Make sure you are posting to the correct account – memberships vs. prof. fees. vs. contract fees
3. Reconciling your transactions –report who, what, when, where, and why
4. Insufficient funds submit a budget revision before submitting your report
5. Provide all receipts or a missing receipt affidavit – obtain signature authorizations.
6. Provide the detailed receipt to prove what you purchased not a summary receipt.
7. Do not use the corporate card for your personal expenses
8. Problem with your card call the number on the back to determine the cause.
9. Provide a phone number to be reached in case of fraudulent activity.
10. Don't use your personal Amazon account for purchases. Use the corporate account. Tax exempt status has been uploaded. We have access to hundred of thousands of items not available for retail, customer specific pricing, single invoice, and workflow approvals.
11. Sales Tax

The credit card was designed to help alleviate small purchases with local vendors and travel. It was never meant to bypass the purchasing system, policies, and approval workflow.

Limits are set accordingly

- $500 – Area Assistants
- $1000 – Department Heads – Non travel
- $3000 – Travel

<center>Grant Evaluation and Reporting</center>

Meetings

Minutes will be kept and logged for all meetings. Minutes for subcommittees and the Advisory Council should be converted to .pdf and sent the website manager to be loaded onto the Title III webpage.

Staff

The Title III staff will meet biweekly to review the progress for the grant. The Title III Project Coordinator and Student Success Coaches will meet weekly to discuss retention programing, progress on ongoing projects, and any concerns about students.

Advisory and Subcommittees

Meetings are set up by the Title II Coordinator. If possible set up all meeting after 14 day count each semester so everyone has them on their calendars and should be able to attend. Send an Outlook invitation to each group. Meeting minutes from these committees should be loaded onto the Title III webpage.

Advisory Committee Membership

The Advisory Committee will meet once per semester.

- Cole Dawson, Ph.D. – Associate Vice President for Academic Affairs/Title III Project Director
- Erika Goodwin Ph.D. – Vice President for Academic Affairs and Dean of Faculty
- Dennis Kelly – VP/Chief Enrollment Officer
- Jennifer Cornell – Title III Program Coordinator
- Terry Rupert, Ed.D. – Vice President for Athletic Administration and Director of Athletics
- Sigrid Solomon – Vice President for Student Affairs and Dean of Students

Assessment Membership

The subcommittees will meet twice per semester.

- Wynn Alexander—Professor of Theatre and Clerk of the Academic Policies Committee
- Daniel McCamish– Institutional Effectiveness
- Erika Goodwin, Ph.D. –Vice President for Academic Affairs and Dean of Faculty
- Jennifer Cornell– Title III Program Coordinator

Information Technology Membership
(Project has been completed, no longer a need for meetings)

- Katie Bontrager, Ph.D.—Assistant Vice President for Academic Affairs and Institutional Effectiveness/Title III Budget and Data Director
- Whitney Kessinger—Title III Institutional Effectiveness Research Analyst
- Donna Painter—Director of Enterprise Systems
- Tara Rhinehart—Title III Program Coordinator

Task Force-Retention

This task force has been created to assist the campus in making data informed decisions to improve the student experience and increase student retention. We will use the data gathered through predictive modeling and non-cognitive assessments by Ruffalo Noel Levtiz to guide our actions in reaching out to individual students and to plan our programming around our students self-reported needs.

- Michael Allbright—Assistant Dean of Students for Housing and Residence Life
- Cole Dawson, Ph.D.—Associate Vice President for Academic Affairs/Title III Project Director
- Jena Frommeyer—Title III Student Success Coach
- Dennis Kelly—VP/Chief Enrollment Officer
- Cheryl Louallen—Director of Financial Aid
- Jennifer Cornell —Title III Program Coordinator

Reports

The Title III Program Coordinator manages all reporting. Below are all reports and where the information is gathered.

Monthly

After the end of each month, the Program Coordinator compiles a monthly report. This report details completed and ongoing projects/tasks. The Project Coordinator, Data & Budget Director, and Retention Director all provide updates for this portion of the report. The monthly report also disseminates contact numbers for both the Student Success Coaches and Mental Health Interns. These numbers are compiled by exporting self-reported contacts in Qualtrics. The Student Success Coaches enter student contacts into the "Student Contact Record" and the Mental Health Interns enter student contacts into the "Mental Health Intake Form" in Qualtrics. All monthly reports are posted on the Title III web page.

Quarterly

Quarterly reports summarize what the grant has accomplished in three month increments. They have the same components as the monthly reports and use the same data sources. They are completed for the following time periods: October 1–December 31, January 1–March 31, April 1–June 30, and July 1–September 30. All quarterly reports are posted on the Title III web page.

Federal Reports

Interim Report

The Department of Education requires all Title III grants to complete an Interim Report during the first year of the grant. This report is available in March and is due in May. This report is only required during the first year.

Annual Grant Performance and Fiscal Report

The Department of Education requires all Title III grants to complete an Annual Grant Performance and Fiscal Report at the end of Years 1–4. This report is usually released in October and is due by December 31st.

Final Performance Evaluation

The Department of Education requires all Title III grants to complete a Final Performance Report at the end of Year 5.

External Evaluator/Evaluation

Wilmington College's grant requires the grant to work with an External Evaluator. The External Evaluator will provide an annual report on the grant. The grant is currently contracting with Educational Policy Institute–EPI.

Updates per Business Office Policy

Purchasing Card Manual – Table of Contents
P–card Policy & Procedure

This is a manual for use of your Wilmington College Credit Card, herein referred to as P-Card. The Purchasing Card Program (P-Card) with Fifth Third Bank is a purchasing vehicle for a requisitioner and buyer as a means of eliminating non-value-adding transactions. The P-Card must be used for business purposes only, and all purchases must comply with all Wilmington College's policies and procedures. P-card use is not to replace the purchase order system. It is for travel use when a purchase order is not possible and for getting smaller purchases from local stores like Kroger's or Walmart.

I.   Program Overview

A. How to Obtain a P-Card: Use the Purchasing Card Request Form available under the Business Office tab of the Wilmington College homepage. Under Name put your name as it appears on your Social Security Card. Complete
and sign. Give to your department head for review and approval. Not all requests will be approved.

B. Cardholder Agreement: This agreement indicates that the staff understands the intent of the program and agrees to adhere to the established guidelines.

C. Eligibility & Application: College employees are eligible for a P-card with manager/department head approval. Students do not qualify except for SGA treasurer.

D. Training in Use of P-Card: Cardholders and their managers/department heads must attend training sessions. The Certify training session intends to instruct cardholders and their managers in policy and procedures, expectations, and audit/reconciling procedures.

E. General Use:. The P-card may be used to purchase any item that falls within the guidelines provided by Wilmington College's policy and procedures. The purchase must be within the assigned dollar limit. There are some exceptions and restrictions to purchase card use (See section on restricted use).

F. Expiration and Reissue of Cards: Cards expire every two years, on the last day of the month embossed on the front of the card (expiration date). Cards are automatically reissued to cardholders within 2-4 weeks before the expiration date.   You must turn the old P-card in to get the new P-card.

G. Changing Information or Canceling A Card: Use the Purchasing Card Action Request Form available under the Business Office tab of the Wilmington College homepage. The request for change must adhere to the same approval process as applying for new cards. To cancel a card, send the P-Card with the Action Form to the Purchasing Card Administrator.

H. **Forms & Manuals:** Forms and cardholder manuals are available at the Wilmington College homepage, Business Office, Purchasing Card Forms.

I. **Allocation of Charges:** Transactions are posted nightly to the Certify software. The dollar amount charged will populate to the default account number assigned to the P-card at the time of the issue. Reconcile each transaction to the appropriate expense account.

J. **Documentation Requirements:** Cardholders must always obtain an itemized receipt for each transaction. Scan receipts to the cardholder Expense Report. (Certify).

K. **Accounting Procedures:** Certify software is to be used to process transactions to an expense report. Each cardholder must:

- Reconcile transactions to the cardholder wallet as you go. Expense reports pull at the first of the month. Submission of a complete report must occur by the 7th of each month.
- Attach receipts to the Wallet in Certify software. Each transaction should have a business purpose and participants' names. Submit it for your manager/department head for approval.
- If the receipt is missing, the cardholder must complete the transaction line item with a reason. The manager may still request additional information or back up.
- All P-Card documents are subject to audit by the Finance/Business Office.

Receipts defined as an invoice, cash register receipt, sales slip or packing slip. It must contain an itemized list of goods purchased, dollar amounts, the name, and location of the supplier. An employee of the supplier must sign handwritten receipts.

L. **Approvals:** All cardholder transactions must be reviewed and approved by a higher level of authority within the cardholder's department. Submit complete expense with receipts attached and the Higher-level approvals occur through Certify software.

M. **Audits:** Transactions are audited by the Purchasing Card Administrator to determine that purchase follow and adhere to guidelines, intended use, and Wilmington College's policies and procedures.

II. **Cardholder Responsibilities**

A. **Everyday Use**

1. Rules and Procedures
- The card is for business expenses only.
- Obtain itemized receipts for all P-card transactions.
- Receipts for meals must show what was purchased, write in tip amount at the bottom if necessary.
- The card is not transferable. Cardholder use only.
- Split purchases – dividing one purchase into two or more transactions to stay within your transaction limit is not permitted.
- Cardholders may not receive cashback for refunds or exchanges. Credit must be on the P-card account only.
- Cardholders may not receive cash advances on their P-card account.

2. Preventing Fraud
The cardholder should use the necessary security measures to guard against fraud.
- Sign your card as soon as it arrives
- Keep the card in a secure location; guard it carefully.
- Save receipts and statements in a secure area because they may contain your card number.
- Keep an eye on the card during the transaction; retrieve it as soon as possible.
- Always know where your card is. If you cannot find your card, then assume the worst, have your card canceled and request a new card.
- Be aware of what you are signing. Disreputable merchants can make multiple imprints of a card by placing an extra receipt beneath the top legitimate slip allowing your signature to copy through to the other sheets. The cardholder unwittingly signs the additional credit card slip.
- Audit your monthly statement carefully. Make sure all transactions are legitimate.
- Visit reputable, familiar merchants whenever possible.
- Report fraud immediately to the Purchasing Card Administrator.
- Do not discard credit card slips in public areas.
- Do not toss credit card slips whole.
- Do not lend your card to anyone.
- Do not give your credit card number to anyone over the phone unless you know it is a reputable vendor.

3. Restricted use
The P-card may NOT be used to purchase the following items:
   a. Alcohol for Consumption
   b. Controlled Substances
   c. Capital Equipment – must meet specific criteria reviewed before purchase.

d. Maintenance/Service Agreements – must follow the guidelines established for purchase orders and contracts
e. Computers, Computer Related Equipment & Software – The IT department must approve all computer and computer–related equipment & software of Computer Services before the purchase.
f. Audiovisual Equipment – The Audiovisual department must approve all projectors, screens, smartboards equipment to control inventory and repairs.
g. Telecommunications Equipment – All telecommunications equipment must be approved by the IT department to control inventory, repairs.
h. Personal Items
i. Cash Advances
j. Recreational Type Activities – admission to theme parks, museums, etc. Use a purchase order to get funds.

4. Exceptions to Restricted Use

Obtain written authorization from your manager/department head for limited transactions. Sometimes these transactions are unique because of the nature of our business. Example: The Art Department needs to take students to an Art Gallery, then written permission may be granted to lift this restriction because of its educational value.

5. Violations of Agreement

Improper use of the card by the cardholder may lead to suspension of all P–card privileges and disciplinary action. Audits of card usage may happen at any time. The Purchasing Card Administrator authorizes all requests for suspension.

a.   Misuse or Abuse of the Card

The term "misuse or abuse" means the use of the P–card outside the employee's authorized parameters (e.g., charges over the permitted limit; purchases of items of a type other than those allowed).

1st offense: Notification to both the cardholder and the manager/department head of the infraction. The P–card holder will be advised to use the card for official purposes only and

within the parameters established by Wilmington College. A warning that all P-card privileges suspension if further violations occur. The P-card holder will be personally responsible for reimbursing the College for unauthorized purchases.

2nd offense: Suspension of all P-card privileges for one (1) month. The manager/department head and the VP for Finance receive notification of this violation and subsequent suspension of privileges. At the end of the month, the manager/department head may elect to reinstate the cardholder's privileges, with the approval of the Purchasing Card Administrator. The cardholder will be personally responsible for reimbursing the College for any unauthorized purchases.

3rd offense: Permanent suspension of the P-card of further use. The manager/department head and the VP for Finance receive notification of this violation and subsequent suspension of privileges. The cardholder will be personally responsible for reimbursing the College for any unauthorized purchases.

Note: The College may implement further disciplinary action.

b.   Fraudulent Use of the Card
The term "fraudulent use" means the use of the P-card with a deliberately planned purpose and intent to deceive and gain a wrongful advantage for oneself or anyone else. The following actions will then occur:

- Immediate suspension of card privileges
- Removal of cardholder's purchasing authority
- Mandate employee reimbursement to the College
- Formal disciplinary action which may result in termination of employment.

6. Sales Tax
Cardholders should not pay Ohio sales tax. The cardholder must tell suppliers that Wilmington College is exempt from Ohio sales tax. A copy of the College's tax-exempt form is under Wilmington College Home Page, Business Office, Tax Exempt Certificates. It is the responsibility of the cardholder to correct the charge for sales tax with the vendor. Corrections not made before the reconciliation of the statement; the employee must document sales tax with an explanation of steps they have taken to correct action.

7. Resolving Errors/Problems with Card Use
a. Damaged/Incorrect Shipments: It is the cardholder's responsibility to obtain credit from the merchant by notifying the merchant of the damaged or incorrect shipment as soon as possible.
b. Disputed Items: the cardholder is responsible for notifying the vendor for error in charges. Contact the purchasing department if assistance is needed. The transaction will have to be paid, complete the items on the expense report. The credit once issued will be credited back to your account.
c. Lost/Stolen/Fraudulent Use of Card: If your card is lost or stolen, or if you detect a fraudulent transaction report immediately.
•   Contact Fifth Third Bank at 1-800-782-0279.
•   Have your card number and last four digits of your Social Security number ready.
•   Have the transaction number and necessary information available.
•   Inform your manager/department head
•   Inform the Purchasing Card Administrator at 937-382-6661 Ext. 234
d. Damaged Card: If the card is damaged, demagnetized, or requires a correction in the cardholder's name call Purchasing Card Administrator at 937-382-6661 Ext. 234

8. Employee Separation
Upon leaving the College, the cardholder must return the P-Card to the Human Resources Department during their exit interview.

III.   Manager/Department Head Responsibilities

A. Card Approval: Determine who should receive cards, have them complete an application with your signature approval and forward it to the Purchasing Card Administrator.
B. Recommend Purchasing Limits/Restrictions: Set a reasonable monthly limit with budget amounts in mind. Also, can set a per transaction limit.
C. Oversee Appropriate Use of Card:
•   Review the purchasing transactions and expense reports to ensure that the P-card use is following guidelines.
•   Ensure that the expense account is appropriate for the transaction.
•   Make sure receipts are attached to each item.
•   Approve or inquire when necessary.

IV.   Purchasing Card Tips

A. Personal Charges: Personal charges should not be on the P-card. Should personal items be unintentionally charged, the cardholder would reimburse the College for the amount in full.

B. Sales Tax: The cardholder is responsible for informing vendors of Wilmington College's tax-exempt status. A copy of the tax-exempt certificate is posted online under the Business Office tab of the Wilmington College homepage.

C. Card Declined: Track your expenses for the month. You may have exceeded your per transaction limit or monthly limit. Declines can also occur if the transaction is restricted or the PIN was required. If there are questions as to why your card declined, call Fifth Third Bank Customer Service at 800-375-1747.

V.   Frequently Asked Questions

How do I cancel a P-card?
Employees who leave Wilmington College will return their cards to the Human Resources Director during their exit interview. The card will be canceled and destroyed by the Purchasing Card Administrator.

Is there a maximum amount I may spend?
Yes, there is a transaction limit and a monthly limit. Submit an Increase request form with approvals to change any parameters set.

How do I determine if I have enough funds available on my card?
You may call Fifth Third Bank at 800-375-1747
*Note: This may spare you some embarrassment if your card declines due to insufficient funds or restricted use code.

What if my P-card declines?
Call the toll-free number on the back of the card 800-375-1747 to determine if the card was indeed declined and not a machine malfunction. If the machine malfunctions, Fifth Third can walk the merchant through the proper steps to obtain authorization of the card.

What if I need my limits raised?
Purchasing Card Increase Form must be filled out by your manager/department head and given to the Purchasing Card Administrator. The Purchasing Card Administrator reserves the right to determine if limits are appropriate.

a. Permanent Increase: The cardholder and manager/department head must complete a Purchasing Card Increase Request Form and submit written documentation.
b. Temporary Increases: The same procedure for permanent increases.

I want to purchase an item that costs more than my single transaction limit. Is it acceptable to have the vendor split the charge to stay within my limit?
No, a cardholder should never split charges to avoid exceeding transaction limits. It is a violation of rules and procedures and may result in P-card privileges being suspended or revoked. The cardholder and manager/department head must complete a Purchasing Card Increase Request Form and submit written documentation.

My card is expiring next month, how do I get a replacement card?
Fifth Third Bank automatically sends replacement cards. The new P-card should arrive 2-4 weeks before your expiration date.

Travel Procedures Manual – Wilmington College
This manual provides information about approved business travel from Wilmington College to an approved off-site location. The College will reimburse faculty, staff, and students for necessary and reasonable transportation and travel-related expenses incurred in connection with Wilmington College standards and approved by an authorized individual under the following circumstances:
- The traveler has adhered to Wilmington College policies and procedures;
- The travel expenses are reasonable and allowable;
- The traveler acts fiscally responsible when expending College funds;
- The expenses have a legitimate business purpose and have appropriate documentation;
- An authorized individual, who is at least one level of management above the traveler, has approved the expense report and
- All expenditures reflected on the appropriate general ledger account are accurate.

Traveler Responsibilities – Employees should use discretion when spending Wilmington College funds and ensure that expenditures are necessary and appropriate for meeting business needs. Employees are expected to:
- Be familiar with, and follow, the policies and procedures specified in this manual and, if applicable, the policies of their particular division, department, and program;
- Provide receipts for all expenses;
- Submit all travel expenses with the timeframe specified in the Plan below.

Accountable Plan Information – For reimbursements or amounts paid directly by the College on behalf of the employee, a responsible plan requires employees to meet all the requirements listed below. The employee must:
- Have paid or incurred expenses with performing services as a Wilmington College employee;
- Adequately account for these expenses within a reasonable time;
- Return any excess reimbursement or allowance within a reasonable time.

Based on IRS guidance, Wilmington College has determined that reasonable with regards to accounting for travel expenses to be 60 days from the last day of the trip. Employees must

complete and submit their Travel Expense Report no later than 60 days from the last day of their travel. If you use a Wilmington College P-card, this is required every month. Travel Expense Reports submitted after 60 days will not be processed.

Note: Recording expenses in the fiscal year (July 1 – June 30) is an audit issue. Diligence on everyone's part is appreciated.

<u>Where to Submit Travel Expense Reports</u> – Travel Expense Reports should be submitted to the Business Office through Certify software.

<u>Changes to Travel Policies & Procedures</u> – The Business Office will periodically review travel policies & procedures; revisions are a part of the review process. Changes via a College-wide email will go out to the Faculty and staff of Wilmington College. All amendments and corrections will be published on the Business Office tab of the Wilmington College homepage and will be effective when issued. All forms referenced throughout the manual posted on the Wilmington College homepage under the Business Office tab.

Travel Policies

1. <u>Airfare</u>: Wilmington College pays for coach class or promotional fares. First-class air travel is not an allowable expense.
2. <u>Approval for Reimbursing Travel Related Expenses</u>: An authorized individual must approve travel expenses based on the College's approval structure.
3. <u>Documentation</u>: Scan and upload original receipts for all expenses into the Certify software.
4. <u>Mileage Reimbursement Rate</u>: Reimbursements for mileage are made at $0.405.
5. <u>Non-reimbursable Expenses</u>: Travel expenditures that are not reimbursable include:
    a. Additional travel insurance, travel accident insurance, or trip cancelation premiums.
    b. Alcoholic beverages consumed as part of a meal or otherwise while traveling on
       College business. *Wilmington College campus policy states possession and/or consumption of alcohol is prohibited. This policy also applies when accompanying students on college-related events.*
    c. Car rental insurance, both Collision Damage Waiver and Liability; except when renting a vehicle outside of the United States
    d. Additional expenses associated with the cost of first-class airfare
    e. Childcare and babysitting expenses.
    f. Commuting costs from home to your Wilmington College campus location
    g. Personal medications
    h. Costs incurred by your failure to cancel transportation or hotel reservations.
    i. Companion travel costs of a non-employee (exception: President of the College)
    j. Entertainment expenses, including movies in your hotel room. Other hotel amenity expenses, such as purchases from the mini-bar and laundry service.

k. Gasoline expenses or automobile mileage reimbursement rate, not both
l. Host/hostess gifts, in place of meals and lodging
m. Hairstyling and haircut expenses
n. Kennel/boarding expenses for pets
o. Magazines or newspaper expenses
p. Ohio State sales tax and sales tax paid in states that recognize Wilmington College's tax-exempt status
q. Other expenses not directly related to the business purpose of the travel assignment
r. Parking tickets
s. Speeding tickets
t. Valet parking

6. <u>Reimbursable Expenses</u> – Eligible Travel expenses
    a. Airline baggage fees, one checked bag is eligible
    b. Automobile rentals, when necessary (see guidelines in travel procedures).
    c. Baggage handling, storage, and tips
    d. Seat confirmation
    e. Lodging
    f. Meal(s), including tips, with an itemized receipt.
    g. Transportation costs

Travel Procedures

The following travel procedures are standard within Wilmington College. As a general rule, all Wilmington College business travelers or travel arrangers will book airfare and reserve hotel, rail, and, if needed, car rentals through a discount site such as Skyscanner, Cheapoair, etc. Place on a Wilmington College issued P-Card for accuracy and tracking purposes. Travel requests and purchases should go through the appropriate Area Coordinator. All exceptions must be approved in advance by the Business Office.

1. <u>Air Travel</u>: Book airfare through one of the Wilmington College approved sites (Skyscanner, Kayak, Momondo, Cheapoair, and Google Flights). Note: If ticketless travel is an issue for you, you will have the option of printing one or having it mailed to your office.
    a. The route(s) booked for travel is direct or customary routes.
    b. While some restrictions or penalties may apply, reservations secure the lowest fares.
    c. Air carrier selection and method of payment cannot be selected based upon your frequent flyer association.
    d. The insurance program of Wilmington College does not cover aircraft liability associated with non-commercial air travel. You may not operate an aircraft that you own, rent, or borrow when traveling on the Wilmington College business. If your business travel requires the use of a privately chartered aircraft, please consult with the Business Office before taking your trip.

2. <u>Automobile Travel</u>: Use your private automobile only if the itinerary or other aspects of College business make it the most practical method of travel.
   a. Wilmington College will reimburse you for costs associated with automobile travel for business use based upon the current rate of $0.405/mile.
   b. The mileage rate is intended to reimburse you for gasoline, oil, routine maintenance, insurance, etc. It is not meant to refund full costs; it is to cover the incremental costs incurred when using your private vehicle for College-related travel.
   c. Expenses incurred due to automobile mechanical failure or accidents, including personal automobile insurance deductions, are not reimbursable, nor are fines for parking or traffic violations.
3. <u>Rental Cars</u>: Use college vehicles as the first option. Request from Physical Plant 15 days before the trip.
   a. If Physical Plant is unable to accommodate the need, these are the guidelines when renting a vehicle:
      ▪ Enterprise Rent-A-Car is our vendor for care rentals. Our contract id/Account# XZ38Y67.
      ▪ When traveling out of state, after flying, Enterprise may not be available. We belong to E&I Coop that has more selection. Contact the business office.
      ▪ Only Compact or Midsize cars are allowed.
      ▪ DO NOT purchase extra insurance coverage through the rental company. The college insurance covers All liability and Physical Damage Insurance even when an employee rents a vehicle on Wilmington College business.
      ▪ Rental cars will be limited to situations when no other means of transportation is practical, economical, or available.
4. <u>Cancellations and Refunds</u> – The traveler is responsible for obtaining a refund of an advance payment if there is a cancellation. All charges, cancellations, and refunds associated with WILMINGTON COLLEGE approved travel are the responsibility of the department of College.
5. <u>Designated Budget Authority</u>: Approvals of requests for reimbursements are through Certify software. Submit with the workflow of Wilmington College in mind, as well as pre-established dollar limits. The approver is responsible for ensuring the transaction is a legitimate business expenditure, that it complies with all Wilmington College policies, and has adequate documentation.
6. <u>Designated Travel Sites</u>: Make transportation arrangements through your area coordinator.
   a. Air travel and hotel reservations should be made using one of the following sites:
      i. Skyscanner https://www.skyscanner.com/

       ii.   Kayak   https://www.kayak.com/
      iii.   Momondo   https://www.momondo.com/
      iv.   Cheapoair   https://www.cheapoair.com/
       v.   Google Flights   https://www.google.com/flights
      vi.   Enterprise Rent-A-Car. https://www.enterprise.com/en/home.html
      vii.   Choice Hotels   https://www.choicehotels.com/

b.   Begin to schedule your itinerary as soon as your travel dates and destination are known. Book air, hotel reservations, and car rentals using the designated sites.

c.   Travelers should charge all air and rail charges to an appropriately appointed Wilmington College P-Card. Delegate charges to a Wilmington College budget that has been set up with the trip in mind.

7. <u>Documentation Requirements</u>: To be reimbursed, you must scan original receipts as documentation for all business expenditures. If original receipts are not available, include a memo of explanation in your expense report in Certify software. Your supervisor must approve the notice.
    a. If you pay for an item using a Wilmington College procurement card, Wilmington College will not reimburse these items to you. Reconciliation of P-Card expenses through Certify software.
    b. Include a copy of the conference/workshop brochure with travel receipts.
    c. When traveling for recruitment purposes, submit an itinerary in place of the above.

8. <u>Lodging</u>: When traveling, stay in reasonably priced, commercial class hotels, and motels. Use an   appropriately designated P-Card to pay for lodging expenses.
    a. To ensure the lowest rates, make your lodging arrangements through one of the Wilmington College designated sites.
    b. Ask for educational or corporate discounts at all hotels and motels, many of which offer reduced rates to those who identify themselves as faculty or staff members.
    c. Submitted reimbursement is subject to a dollar amount change for the actual reasonable expense of lodging for each night you are traveling away from home. Such as providing a suite rate, the reimbursement will reflect a regular room rate.

9. <u>Mileage Reimbursements</u>: Use of a personal vehicle for Wilmington College business, Wilmington College will reimburse you at the Wilmington College business mileage reimbursement rate in effect at the time of your travel. The mileage rate is intended to cover the incremental costs associated with using a personal automobile for business purposes.
    a. Complete a Wilmington College Travel Expense Reimbursement form and enter the mileage information where indicated. Be specific in the "to" and

"from" portions of the Form. All starting points should be the campus you work from (i.e., Main Campus, Blue Ash Campus, Cincinnati State Campus).

    b. If the trip is over 400 miles one way, justification must be submitted to validate the cost of driving versus a plane ticket.

    c. Wilmington College will reimburse tolls and parking fees if a receipt is submitted.

11. <u>Miscellaneous Transportation</u>: Taxis and shuttle services Are reimbursable for travel between the airport or rail station to your hotel, between appointments, or between hotels and conference locations or business appointments. Rail transportation will be reimbursed, not to exceed the cost of the lowest applicable airfare.

12. <u>Other Travel/Rental Agencies</u>: Make transportation arrangements for air or rail travel and reservations for hotel and car rentals through one of the designated sites. Submit the use of another travel agency to be approved by the Business Office.

a. A memo signed by your department head must include justification for another agency as well as a written comparison of fares and indicate approval for the use of a non-designated site.

b. Itineraries must be identical. Similar or matching tickets are not acceptable for reimbursement.

c. Document cost savings.

13. <u>Registration Fees</u>: Pay conference registration fees with your Wilmington College P-Card. If the sponsoring organization does not accept a credit card, complete an RK or RP for funds to be sent to the organization.

14. <u>Sales Tax Exemption</u>: Employees should not pay Ohio sales tax. The employee must tell suppliers that Wilmington College is exempt from Ohio sales tax. A copy of the College's tax-exempt form is under Wilmington College Home Page, Business Office, Tax Exempt Certificates. It is the responsibility of the employee to correct the charge for sales tax with the vendor. Corrections not made before the reconciliation of the statement; the employee must document sales tax with an explanation of steps they have taken to correct action.

b. Send the appropriate sales tax exemption form to the hotel you are staying at, so they have the information before your arrival to save time when you are checking out.

15. <u>Travel Expense Report</u>: Complete a Travel Expense Reimbursement report to account for travel-related expenditures when air travel or an overnight stay is involved. Attach all scanned documentation into the expense report.

16. <u>Traveling with a non-employee companion</u>: No travel, lodging, or meal expenses for your companion, above the cost of your costs, will be reimbursed to you by Wilmington College. Do not place personal travel expenses of traveling companion in the name of Wilmington College with the intention you will repay them to the College. Do not use Wilmington College P-Cards for these expenses.

17.   Grants & Contracts: If an externally funded grant or contract funds your travel, you must adhere to all Wilmington College regulations and specific sponsor restrictions. You should be aware of before making travel arrangements. If you have questions about the allowability of expenditures, please contact the Business Office. *If the reimbursement is to come from a travel grant, and the Grant specifies stricter rules, those rules take precedence over Wilmington College.*

18.   Tips: We will reimburse tips up to 20% for goods or services. A signed receipt to account for these tips is required.

19. Unallowable Expenses on P-Card: An unallowable expense on the P-Card, the cost will be the responsibility of the P-Card holder to reimburse the College within 15 days of the statement. To do this, P-Card holder should take their payment to One Stop (located in the Pyle Building) Referencing the budget number first charged for the expense. Bring the receipt of the deposit to the Business Office.

20.   Third-Party Reimbursement: In the case of a Third Party Reimbursement, such as speaker expenses, submit an invoice.

Title III Event Summary Report
**** To be complete within 3 days of event ****

Name(s) _____   Date of event _____

Event name _____

Number of students in attendance _____

Number of faculty/staff in attendance _____

How did this event benefit students:

_____
_____
_____
_____
_____
_____
_____

Describe how this event supported/enhanced the activity goals for Title III:

_____
_____
_____

Expense Approval Request Form

Name(s) _____ Date of Request _____

Department_____ Date of Event _____

Account Number Associated with Request _____
 (Only for Transfer of Funds Request)

Expense Request Justification:
_____
_____
_____
_____
_____
_____
_____
_____

Number of Expected Students in Attendance _____

Number of Expected Faculty/Staff in Attendance _____

Expected Expenses

Items to be Purchased	$
Total	

****PLEASE ATTACH ANY SUPPORTING DOCUMENTS****

Recommendation (Circle one):

Approval   Approval with stipulations stated
below
Denial   More Information Needed

Stipulations for Approval/Reason for Denial/Additional Information Being
Requested:_____
_____
_____
_____
_____

Date of Rendered Decision: _____

Signature of Director of Coordinator:

_____

Title III Grant Travel Request Form

Instructions: This form is to be submitted to the Title III Grant Office 2 months prior to proposed travel.

Name: _____

Position: _____

Date(s) of Travel: _____

Location of Travel: _____

Name of Conference:

_____

Conference Website:

_____

1. Have you or anyone at the College attended this conference before?

2. This conference/workshop contributes to institutional development and relates to the Title III objectives in the following ways:

3. Which grant activity/objective/goal does it support?

4. What is the intended outcome of attending this conference?

5. How will you utilize and apply what is learned at the conference when you return to campus?

6 Please list all anticipated expenses.
*Please make sure that anticipated expenses are as close to the expected costs as possible.

a. Transportation Costs: Private Vehicle _____ Institutional Vehicle _____ Mileage _____ Mileage Costs $_____ Estimated Gas Costs $_____

b. Airfare Costs (including baggage fee) $_____

c. Other ground transportation (such as parking, rental, taxi, or tolls) $_____

d. Lodging Expenses: Lodging Costs (include hotel/resort fees with taxes) $_____

e. Meal Expenses for _____ days: Days _____ = $_____

f. Registration Fee: Registration Costs: $_____

g. Miscellaneous Expenses (list all specific miscellaneous expenses in detail):

f. Total Expected Expenses: Overall total: $_____

_____ _____
Signature of Attendee   Date

To be completed by Title III Grant Office: Approved: Yes _____ No _____

Approval for $_____

Approved by: _____

TITLE III TRAVEL SUMMARY REPORT FORM

This form should be completed and returned to the Title III Office within <u>two working days</u> *after* returning from a conference, workshop, or model site.

Name of Participant _____

Title of Workshop/Conference _____

Dates of Workshop/Conference _____

Location of Workshop/Conference _____

Major Topics Addressed _____

_____

Benefits You Attained by Attending _____

_____

_____

SIGNATURE

_____
Participant Signature/ Date

For Office Use Only

_____
Title III Director   Date

_____
Title III Coordinator   Date