

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 18.0
Procedure Title: Student Activity Fee – Request for Funding
Relevant Board Policy: [F.2.3 Student Fees](#)
Relevant Board Procedure: [F.2.3.1 Student Services Fee Advisory Committee](#)
Originating Unit: Office of Student Engagement and Retention
Maintenance Unit: Vice President of Student Affairs

- I. Purpose: Texas Education Code, § 54.503: STUDENT SERVICES FEES. (a) For the purposes of this section: (1) "Student services" means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.

For specific reference details visit:

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm>

II. Procedure Statement:

To request funds from the Student Activities Fee, interested parties must complete the Application for Funding Packet. These applications are available through the Office of Student Engagement and Retention (OSER) in Student Center Room 100, or in Appendix A, or via the OSER website:

[Office of Student Retention & Engagement](#)

- A. Application for Funding Packet must be received by the OSER a minimum of six to eight weeks before the event; this includes funding requests for travel.
- B. Other supporting documents and materials may be turned in to the OSER no later than one week before the Student Activities Fee Committee meeting. Meetings are held the 2nd Wednesday day of the Month (Fall Semester: September–November and Spring Semester: February – April)
1. Support documents to request payment for a performer, guest speaker or consultant must include the following:

The Vendor Registration/Application (*applicable only if the performer, speaker or consultant has NOT done prior business with Alamo Colleges.*) See Appendix B, or refer to the Purchasing Department website:

<http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Purchasing/docs/Vendor-Registration.pdf>

Submit completed and signed application to OSER for processing. (*Note: Processing of vendor application by District Purchasing Department takes four to six weeks.*)

- a. Agreement for Professional and Consultant Services. OSER will prepare contract and send to vendor for signature. Once signed contract is received, documentation is forwarded to Vice President of Student Affairs and Vice President of College Services for review and approval. (*Note: Processing of Contract review by Legal Services takes 10-12 business days prior to event.*)
2. Support documents for travel requests must include the following:
- a. List of the all students traveling (including full names and Banner IDs).
 - b. All students traveling off campus must complete, sign and submit the Waiver of Liability (Appendix C) *and* the Emergency Information Form (Appendix D).
 - c. Complete and submit **Student Travel Authorization Form** (Appendix E) for overnight travel OR **Student Event Form** (Appendix F) for non-overnight travel.
 - d. Complete and submit **Travel Authorization Form** (Appendix G) for EACH Advisor. **Note:** *Students traveling will receive a full travel advance (i.e., per diem, lodging) and advisors will receive 75% of the travel amount requested on the authorization form. Upon return, based on receipts, the remaining 25% of travel expenses will be refunded to the advisor after completing and submitting a **Travel Expense Form** (Appendix H), **Student Per Diem Acknowledgement Form** (Appendix I), if applicable, and Trip Report.(all forms are located on Fiscal Affairs website under forms).*
 - e. In-State travel must be approved by Director, Dean and Vice-President.
 - f. Out-of-State travel must be approved by Director, Dean, Vice-President, and President.

3. **Student Travel Authorization** must include all projected expenses related to the travel, including prepaid expenses.
- a. **Conference/Event Registration Fees:** A registration fee, when paid by the Student Activities Fee, is payable in advance through a Direct Pay to the sponsoring organization. “Early Bird” registration is encouraged because of the potential savings. Direct Pays must have a copy of the *signed and approved* travel authorization form along with copies of completed registration forms.
 - b. **Transportation:**

AIR: Arrangements must be made through an Alamo Colleges approved travel agency. Contact National Travel Systems at 1-800-814-3336 ext. 216 and provide specific reservation needs (flight only) for each member traveling. Travel quote must be included in documentation. *Note: A reservation is not secured until National Travel Systems receives the signed confirmation request with accounting information from OSER.*

CHARTER BUS: Arrangements must be made through an Alamo Colleges approved vendor. Quote must be included in documentation.

[Charter Bus Services](#)

RENTAL CAR: Arrangements must be made through the following Alamo Colleges approved rental agency: Enterprise Rent-A-Car (corporate account # - TXJ0150). *Note: A reservation is not secured until the rental agency receives a purchase order number from District. Include quote in travel authorization packet.*

PERSONAL VEHICLE: No personal vehicle may be used when traveling with students.
 - c. **Lodging:** When travel requires overnight accommodations, the Advisor must contact the hotel directly to make the reservations for the group and attach hotel reservations to the travel authorization packet. *Note: The Advisor will be required to give a credit card number to hold the reservation but may pay cash upon arrival.* It is essential when checking out of the hotel to collect all hotel receipts related to the stay. The Hotel Occupancy Tax Exemption Certification (Appendix J) may be used when traveling in Texas.
 - d. **Meals:** Cost of meals are reimbursable for overnight travel.
 1. Per diem for a whole day of travel is \$46.00 (In State and Out of State—no receipts are required).
 2. Per diem for days traveling to and from destination is \$23.00 (In State and Out of State)
 - e. **Other Allowable Expenses:** These expenses should be included on the STUDENT(S) Authorization form.

1. Expenses include: baggage fees, gas, toll roads, shuttle services, metro and/or taxi. All receipts for these expenses are required for reimbursement.
 2. Receipts must indicate date and location of purchase.
- C. Notification of funding approval or denial will be by the next business day following the Student Activities Fee Committee meeting.
- D. The Student Activities Fee Committee has the right to withhold a funding decision pending the request for more information, or to limit the amount of funding.
- E. Funds are used for approved activities as determined by the Student Activities Fee Committee. Funds not used will be returned to the general budget of the Student Activities Fee.
- F. The decision of the Student Activities Fee Committee is final.
- G. The Student Activities Fee Committee is composed of nine members; five (5) students, two (2) of who are appointed by the Student Government Association, and four (4) faculty/staff appointed by the President of the College.

Appendices:

- Appendix A: Student Services Fee Application
Appendix B: Vendor Application
Appendix C: Student Waiver of Liability
Appendix D: Emergency Information Form
Appendix E: Student Travel Authorization Form
Appendix F: Student Event Form
Appendix G: Travel Authorization Form
Appendix H: Travel Expense Statement
Appendix I: Student Per Diem Acknowledgement Form
Appendix J: Texas Hotel Occupancy Tax Exemption Certificate

Issued: April 4, 2011

Approved: Ana M. Guzman
President