



IUP Sanctioned Faculty Led Travel Process



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(Note the IUP Export Control Policy must be adhered to but is not included in the process here described.)



Financial Operations Creates a Pass Through Account associated to a specific IUP Sanctioned Faculty Led Trip.



Bursars Office creates a Market Place Option for participant registration and payment.



Student Payments (Cash, Credit Cards, and Financial Aid) and Department Budget Transfer for the Trip Coordinator – Faculty Lead Recorded against the pass through Account for the specific trip.



A Travel Card is Issued to the "Trip Coordinator – Faculty Lead" Person responsible for the trip which is associated with the Account for the specific IUP Sanctioned Faculty Led Trip.



Trip Coordinator – Faculty Lead makes the travel arrangements and charges the trip expenses to the specific travel card assigned to the trip, requests wire transfers, or uses travel advance funds.



Credit Card Company issues an invoice that reflects all trip expenses against the specific credit card assigned to the specific Departmental Trip.



Trip Coordinator – Faculty Lead reconciles the Credit Card Invoice against the Trip Expense Receipts.



Accounts Payable makes payment to the Credit Card Company from the funds collected into the Sanctioned Trip Pass Through Account.



Financial Operations Deletes the Pass Through Account associated to a specific Departmental Trip or excess funds are carried forward to support future travel or transfer as directed. (Not eligible for scholarships.)



Advantages

1. Visibility – Requires all sanctioned trips be coordinated with Financial Operations.
 - a. Export Control Compliance
 - b. Minimizes "After the Facts"
2. Auditability – All travel expenses are aggregated by trip and reconciled as part of the process which includes Departmental Approval.
3. Utilizes existing procedures for Credit Card control.
4. Provides for a uniform sustainable process that is easily understood by the end user.
5. The university acts as an intermediary to process the transactions only.
6. Minimizes and streamlines the processes for a Sanctioned Departmental Trip.
7. Departments are responsible for their travel arrangements.
8. Enables necessary insurances to be purchased for the students during their travel.
9. The Process is tried and proven to work at other PASSHE schools.