

THE CITADEL
The Military College of South Carolina
171 Moultrie St.
Charleston, SC 29409

MEMORANDUM
NUMBER 5-2

3 August 2009

MEAL MONEY FOR STUDENT TRAVEL

1. PURPOSE

The purpose of this Memorandum is to set forth the policy related to providing meal money for student travel.

2. REFERENCE

S.C. Code Ann. § 59-101-187 (Law Co-op, 1976)

3. POLICY

- A. Students will be furnished meal money when traveling on approved trips. All students are to be provided meal money at the rates established. Departments are not authorized to deviate from the prescribed rates. Arrangements may be made with Dining Services to provide box lunches for up to two meals, if appropriate, to decrease the costs of the meal allowance for the initial 24-hour period. The reimbursement will total \$20 a day and will be computed based on the following missed meals:

Breakfast	\$5
Lunch	\$6
Dinner	\$9

- B. Citadel faculty and staff traveling with student groups may make a decision to receive the same amount as the students and receive their meal money in advance, as part of the student process, or they may elect to file a Travel Reimbursement after the trip and claim the rates applicable to state employees.
- C. It is the responsibility of the sponsoring department to compute the amount of meal money to be provided to each student in accordance with the guidelines noted above. The total to be

distributed to each student will be noted on the Student Meal Money Receipt Form (Annex A).

A Petty Cash/Reimbursement Form (Annex B or <http://www.citadel.edu/fins/PettyCash.html>) must be completed and presented to the Treasurer's Office five (5) days prior to the trip, if over \$1000 and three (3) days prior for all other requests. The sponsoring department may pick up the cash on the day before the trip if the trip is on a weekend or will begin prior to the opening of the Treasurer's Office.

Meal money should be completely distributed and each student is required to sign for the receipt of the money. The signed Student Meal Money Receipt Form and any undistributed cash is required to be turned in to the Treasurer's Office within 72 hours of returning from the trip.

D. REQUIRED FORMS:

Student Meal Money Receipt Form (Annex A): documents how much each student is to receive and to document that each student received that amount.

Petty Cash/Reimbursement Form (Annex B or <http://www.citadel.edu/fins/pcform.pdf>): proper authorization and account to be the source of the funds.

4. COMPLIANCE

Failure to comply with this policy may result in disciplinary action.

5. NOTES

A. Dates of official enactment and amendments:

Approved by the Director of Citadel Staff on 3 August 2009

B. Responsible Department:

Office of the Treasurer

C. Responsible Official:

Treasurer

D. Cross References

Memorandum No. 10, dated 12 July 2002, is rescinded.

6. RESCISSION

Memorandum No. 3, dated 18 June 2004, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, USA, Retired
Director of The Citadel Staff

Attachment

Annex A, Student Meal Money Receipt Form

Annex B, The Citadel Petty Cash/Reimbursement Request

PETTY CASH/REIMBURSEMENT REQUEST

INVOICE NUMBER _____

Department: _____ **Department Fund:** _____

Amount Requested: \$ _____ **Date Required:** _____

Purpose: _____

Denomination of bills: _____

Individual to receive petty cash: _____

Requisitioner: _____ **Approval:** _____

Date: _____

FOR TREASURER'S OFFICE USE

Date: _____

Amount Disbursed: \$ _____ **Received by:** _____

Total Receipts: \$ _____

Cash Returned: \$ _____ **Received by:** _____

Additional Cash Disbursed: \$ _____

Received by: _____ **Date:** _____

Total Disbursed: \$ _____ **Account Charged:** _____

(ANNEX B)