

Travel Tips for Clubs

Booking in advance:

- Please use your advisor's P-Card. Whether you are booking airfare, hotels, or transportation, you can purchase all of those things online in advance with your advisor's P-Card. When the charges show up on their card, they simply need to allocate those expenses to the club's org number.
- If your advisor doesn't have a P-Card, your club's treasurer, president, or vice president may borrow the SGA P-Card to make the online purchase. **Please note:** whomever uses this card **MUST** have gone through the How To Training first. If no one in the club has attended the training meeting, please reach out to studentengagement@messiah.edu to discuss how to receive this training.
- If necessary, it is possible to receive a reimbursement from your club's budget. We strongly urge you, though, to be proactive and to use one of the above methods for payment. If you do need a reimbursement, please have your president or treasurer fill out the reimbursement form: <http://www.messiah.edu/sgarequestform>

Traveling off-campus for the day:

- If you are traveling and your advisor is with you, please use their P-Card for those purchase. They simply need to allocate those expenses to your club's org number so that the funds come out of the correct place.
- If your advisor does not have a P-Card, your advisor can request to borrow the floater P-Card. Please email pcard@messiah.edu well in advance to confirm the availability of this card for your trip.
- If neither of those are options, your club may borrow the SGA P-Card. This is **only** an option if your trip is for the day. **The SGA P-Card may not be kept overnight;** it must be returned by 11 PM to the Student Engagement office. **Please note:** whomever uses this card **MUST** have gone through the How To Training. If no one in the club has attended the training meeting, please reach out to studentengagement@messiah.edu to discuss how to receive this training.

Traveling off-campus for longer than a day:

- If you are traveling and your advisor is with you, please use their P-Card for those purchase. They simply need to allocate those expenses to your club's org number so that the funds come out of the correct place.
- If your advisor does not have a P-Card, your advisor can request to borrow the floater P-Card. Please email pcard@messiah.edu well in advance to confirm the availability of this card for your trip.
- If neither of those are options, your club can request a cash advance. **There is a \$100 limit on cash advances.** Additionally, it takes about 48 hours for a cash advance to be ready. Please plan accordingly. You can fill out the cash advance form here: <http://www.messiah.edu/sgacashadvance>.
- If necessary, it is possible to receive a reimbursement from your club's budget. We strongly urge you, though, to be proactive and to use one of the above methods for payment. If you do need a reimbursement, please have your president or treasurer fill out the reimbursement form: <http://www.messiah.edu/sgarequestform>

The more proactive you can be in planning your club's travel, the better. If you have questions, please reach out to Ashley Barnes at studentengagement@messiah.edu. Thanks!