

<b>UMW Athletics</b> Effective September 13, 2013	Activity Specifics	Fund Sources	Department Requirements	Procurement Requirements	Accounts Payable Requirements <b>NOTE: Detailed, itemized receipt-including restaurants are required. Full credit card number can NOT be faxed, mailed or emailed.</b>
<b>Team Travel</b>					
<b>Cash Advances</b> <i>*incurs a cash advance fee and interest charges</i>	To purchase food and may be used for entry fee(s)	3511 or 8xxx	Credit Card Transaction Receipt Form Meal Money Form	None	
<b>Day Only Travel</b>	Transportation, Fuel, Rental Cars	3511 or 8xxx	Credit Card Transaction Receipt Form	None	UMW Finance card can be used IF Shell and Exxon Card is not accepted
<b>Day Travel Meals</b>	Food Items and Restaurant while on travel	3511 or 8xxx	Credit Card Transaction Receipt Form Meal Money Form	None	
<b>Overnight Travel</b> <i>* Team Itinerary Form is required</i>	Transportation, Fuel, Rental cars, airfare, baggage, lodging	3511 or 8xxx	Credit Card Transaction Receipt Form	Hotel Contracts require Erma Baker's review and signature	UMW Finance card can be used IF Shell and Exxon Card is not accepted
	Meals, food items and restaurant while on travel	3511 or 8xxx	Credit Card Transaction Receipt Form Meal Money Form	None	If appropriate, document that the meal is going to and/or coming from team event
	Food Items (BJ's, and Grocery Stores) purchased <b>before</b> team travel	3511	Credit Card Transaction Receipt Form Meal Money Form	Small Vendor Quote provided by AP for file per month	
<b>Purchase of goods, supplies, equipment or services</b>					
<b>In Fredericksburg</b>   <b>Out of Region-Traveling with Team</b>  <b>8 Funds anywhere</b>	Goods, supplies, equipment or services while NOT on travel	3511	Contact Office Manager. Your UMW Finance Card may <b>NOT</b> be used for these transactions.	Contact Office Manager 3511 requires procurement rules and regulations.	All receipts, packing slips and appropriate purchase backup
	Goods, supplies, equipment or services while on travel	3511	Credit Card Transaction Receipt Form May use Finance card if they NEED something related to their competition immediately	Comments in Works: <i>Small vendor quote not obtained, purchased while traveling out of region.</i>	All receipts, packing slips and appropriate purchase backup
	Purchase of goods, supplies, equipment	8xxx	Credit Card Transaction Receipt Form and packing slip	None	All receipts, packing slips and appropriate purchase backup.
<b>Non Travel Team Business Meals</b> <i>(Team is not traveling to or from an away event.)</i>	Food or Meals purchased in Fredericksburg for team.	8xxx 3511	Credit Card Transaction Receipt Form Meal Money Form	None	You must use 8 funds to feed your team in town, unless dining hall is closed and you have a home game. (3511 money may be used for game day then.)

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<b>Recruitment</b> Coaching Staff  <b>Recruitment Meals</b>	Travel and meal related expenses while recruiting	3511	None	None	Request for Travel form signed in advance Pay out of pocket- complete Travel voucher for reimbursement
	Travel and meal related expenses while recruiting	8xxx	Credit Card Transaction Receipt Form	None	Request for Travel form signed in advance. Use UMW Finance card
	At Seacobeck	3511	Meal Card	None	None
	Meal related expenses in Fredericksburg (Seacobeck closed)	8xxx	Credit Card Transaction Receipt Form Meal Money Form	None	Business Meal and Food Form signed in advance, when possible. Attach List of persons attending meal

\*\* If recruiting and it is a day trip under \$500 – you do not need a “Request for Travel form.”

Revised DSH 8/25/2014

Approved AP 8/26/14