A Small Purchase Charge Cardholder (SPCC) requesting to pay for travel items related to student group travel of 5 or more students will use this form. Submit completed form as an attachment with the exception request in PeopleSoft Finance. A separate form is required for each trip.

**Cardholder:** Click or tap here to enter text. **DeptID #s to charge:** Click or tap here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Lodging | [ ]  | Group Meals | [ ]  | Incidentals  |

**Request to pay by SPCC**

**Location of Travel**: Click or tap here to enter text.

**Business Purpose of Travel**: Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Students:  | Click or tap here to enter text. | Number of Staff | Click or tap here to enter text. |

**Group Size:**

**Names of Attendees:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty/Staff Members** | **Students** | **Students** | **Students** |
|  |  |  |  |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total # of nights  | Click or tap here to enter text. | From: | Click or tap to enter a date. | To: | Click or tap to enter a date. |

 **Length of stay**:

**Hotel Information**

**Hotel Name**: Click or tap here to enter text.

**Hotel Address**: Click or tap here to enter text.

**Room Rate**: Click or tap here to enter text. **Allowable per diem**: Click or tap here to enter text.

[ ] Check if Alternative Lodging will be used. Please attach the approved Alternative Lodging Form

Per Diem amount can be found on GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

**Group Meal Information**

Meals not provided can be requested to be paid on the SPCC. If group meals are requested to be paid by SPCC no meal per diems may be reimbursed through Chrome River by any traveler.

Please check which group meals you would like to pay by SPCC.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |
| **Breakfast** |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| **Lunch** |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| **Dinner** |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Incidentals**

If requesting to pay for incidentals during the group trip, please indicate below. Shuttles can only be from airport to hotel or to official events (shuttles from hotel or event to meals is not an allowable expense).

|  |  |  |
| --- | --- | --- |
| Incidental | Check if requesting to pay on SPCC | Anticipated Amount |
| Baggage Fees |[ ]  Click or tap here to enter text. |
| Parking at hotel |[ ]  Click or tap here to enter text. |
| Shuttles |[ ]  Click or tap here to enter text. |
| Other: please indicate belowClick or tap here to enter text. |[ ]  Click or tap here to enter text. |

By signing below the cardholder understands that any items not approved or over the allowable per diems paid on their small purchase charge card, are their responsibility to reimburse to the university. Paying for items not approved will lead to an infraction on the SPCC and can lead to suspension or revocation of card privileges. Expenditures covered by this exception cannot be reimbursed through travel or personal reimbursements to the cardholder or any traveler. Abuse of this exception can lead to future requests being denied.

Finance Approvals:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPCC Program Administrator Name & Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AVP for Finance Signature Date

(Required if hotel is over 150% of per diem)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Supervisor Name & Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approving Authority Name & Signature Date

(Required if hotel is over 100% of per diem)

**This form needs to be completed, signed and forwarded to the Cash and Investments Office by emailing to** **appa@jmu.edu****. Completed forms can take up to 3 business days to process, requests received within 3 business days of the trip may be denied.**