

**STUDENT GROUP EXPENSE CLAIM
Form 4cd-198**

<u>Person Responsible</u>	<u>Action</u>
Employee in Charge	1. Complete three copies of form 4cd-198. Obtain signature of all students involved and indicate amount of money received by each student. Attach required receipts. Sign. If cash advance received and claim is less than advance, deposit difference with campus cashier and attach receipt to claim.
Organizational Unit Head	2. Review. Assign correct GL based on object and activity cost center. Sign. Retain one copy.
College Business Office	3. Review for conformance to policy and procedure, budget availability and correct GL. Sign. 4. Review. Match with original advance if any. If balance due, reimburse employee from Revolving Cash Fund. Forward to District Office for processing. Retain one copy.