

2016 Best Practices Proposal Form



CACUBO
Central Association of College
& University Business Officers

Completed proposals are to be submitted to bestpractices@cacubo.org or by contacting Donna Rohlfer, Director, CACUBO Best Practices Awards, rohlfedm@miamioh.edu.
The deadline is April 30, 2016.

Best Practices Program Submission:

Title: *How to Eliminate Cash Advances for Team and Group Travel*

Primary* Contact Information:

The primary contact must be a CACUBO member institution of higher education.

Institution: Bowling Green State University

Address1: 1851 N. Research Drive

Address2:

City: Bowling Green State/Prov: OH Zip Code: 43403

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Robert Middle Name/Initial: E.

Last Name: Swanson Suffix (Jr, III, etc.)

Professional Title: Associate Controller

Email : rswanso@bgsu.edu

Phone: 419.872.8597 Fax: 419.872.8600

*Additional team contacts may be listed at the bottom of this form.

Institution Information:

Institution: Research Comprehensive/Doctorate Small Institutions Community College

Year Founded: 1910

Geographical Location: Bowling Green, Ohio

Number of Students: 18,283

Website: www.bgsu.edu

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Statement of the Problem:

Provide a brief statement identifying the challenge your institution encountered that benefited from your best practice.

BGSU was issuing cash advances for athletic team travel, student group travel and faculty research travel in ever increasing amounts. As recently as 2014 we issued over \$150k in advances with some individual trips being advanced several thousand dollars at a time to accommodate everything from student meal per diems while travelling to the payment of entry fees for events. Occasional loss of funds, tardy reconciliation of cash advances and the personal risk to our faculty and staff of carrying large amounts of cash, required that we find a viable alternative. We already used P-Cards, however P-Cards are not a practical solution for student use or travel to locations where merchants cannot or will not accept credit cards.

Identify the Solution (250-words maximum):

Describe how you identified and developed your best practice solution including those involved with the process, impact on the organization, finances and resources.

We felt that the best approach to eliminating cash advances was to develop athletic team and student group travel policies featuring re-loadable debit cards. After vetting two dozen financial institution, we found a program allowing us to manage over 500 debit cards simultaneously.

We then identified athletic teams and student groups, who travelled frequently throughout the year and required meal monies and/or other funds during their travel. Using an approved group roster, we issued \$-0- personalized Visa debit cards with a secure PIN. We also maintained a stock of \$-0- generic (no name) Visa cards that could be issued at a moment's notice for sporadic travel.

Our approach allowed team or group leaders to schedule student's cards to be loaded on any schedule they chose, including loading set amount of funds at regular intervals.

We could schedule when remaining card balances would be swept and returned to an areas budget. Lost cards are swept immediately to eliminate theft.

For foreign travel, we can issue cards with ATM features that allow travelers to withdraw funds upon arrival in local currency.

The annual cost is similar to or less than the occasional theft of funds seen during the cash advance era. The peace of mind for faculty and staff that previously carried large sums of cash is hard to measure, but satisfaction is high after initial resistance. Coaches and staff that

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lead student groups appreciate the reduction in time spent reconciling cash advances and the quickness that cards are loaded with funds.

Implementation Timeline:

Provide a bulleted list of the steps and implementation timeline of your best practice solution.

1. January – convened a task force of Controller’s Office, Treasury, Faculty and Athletics Personnel to brainstorm cash advance solutions.
2. Developed concept paper and researched for existing institutions that used such a program and financial institutions that would support such a program. Both were so rare that we found only two (2) financial institutions and one school that had pursued a similar approach.
3. March – sold idea to executive sponsors in Finance & Administration and Athletics.
4. April – Reviewed debit card management software demos and worked in test environments while developing new travel policies.
5. May – Selected debit card platform and recruited trial period student groups and athletic teams. Issued cards based on certified rosters and attempted first card loads during travel.
6. August – Issued cards to fall teams and remaining student groups.
7. September - Full project roll-out. All remaining groups slated to be issued cards.
8. December – First major non-personalized card issuances on a large scale for band members and student groups travelling to a Bowl game. Resounding success.

Benefits & Retrospect:

Provide a brief statement of the benefits achieved by implementing the best practice solution.

The benefits of this approach were many. First and foremost we were able to eliminate the personal safety risk and risk of theft that accompanies the issuance of \$100K-\$200K in cash advances a year. We were able to now accurately track travel monies are distributed down to the individual student level and validate, if needed, that the actual expenditures were for the intended purpose. No longer is there a concern regarding timely reconciliations of individual cash advances and supporting receipts. Within minutes, a lost card can have its funds removed and a newly issued one can be loaded and ready for travel. Now, if there are delays or extended trips, we can add funds remotely within minutes. This program is now widely accepted and very well regarded on campus.

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Additional Team Contact Information:

Additional Contact #2:

Institution: Bowling Green State University

Address1: 1851 N. Research Dr

Address2:

City: Bowling Green State/Prov: OH Zip Code: 43403

Institution: Research Comprehensive/Doctorate Small Institutions Community College

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Michelle Middle Name/Initial:

Last Name: Schoenfeld Suffix (Jr, III, etc.)

Professional Title: AP Manager

Email : schoenm@bgsu.edu

Phone: 419.372.8588 Fax: 419.872.8600

Additional Contact #3:

Institution:

Address1:

Address2:

City: State/Prov: Zip Code:

Institution: Research Comprehensive/Doctorate Small Institutions Community College

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Middle Name/Initial:

Last Name: Suffix (Jr, III, etc.)

Professional Title:

Email :

Phone: Fax:

Additional Contact #4:

Institution:

Address1:

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Address2:

City: State/Prov: Zip Code:

Institution: Research Comprehensive/Doctorate Small Institutions Community College

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Middle Name/Initial:

Last Name: Suffix (Jr, III, etc.)

Professional Title:

Email :

Phone: Fax:

updated Feb 2016