

## CCS Administrative Procedure

### 5.30.01-E Registration for CCS Non-Credit Course, Workshop or Conference

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#### Implementing Board Policy [5.30.01](#)

Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285

#### 1.0 Purpose

These procedures cover the steps to process registration for employees who have prior approval to register in a continuing education/non-credit course, workshop, or conference provided by Community Colleges of Spokane (CCS) and paid by a CCS budget.

#### 2.0 Registration for CCS Continuing Education/Non-Credit Classes, Conferences, or Workshops in the Student Management System (SMS)

Employees who wish to attend a CCS continuing education or non-credit class to be paid by a CCS budget must complete a *Travel Prior Approval* (TPA) form and a registration form. Note that a CCS Travel or Purchasing Card cannot be used to pay for these charges.

##### 2.1 Employee

2.1.1 Complete the on-line TPA. On step 6 of the form in the optional comment box record the comment, Internal Chargeback. The budget number used in the source of funding box will be the budget charged.

2.1.2 Send the approved TPA along with the original registration forms to the appropriate budget officer at MS 1006.

##### 2.2 Budget and Travel Departments

2.2.1 The budget officer approves the TPA package and forwards to Travel.

2.2.2 Travel forwards the TPA package to the appropriate CCS Continuing Education Registration Office: SCC MS 2150, SFCC MS 3040, IEL MS 3090.

##### 2.3 Registration Office

The Continuing Education/Registration office processes the registration and forwards the TPA and a copy of the schedule printout to the respective Cashier's office.

##### 2.4 Cashier's Office

The cashier pays the open charge with FAPC 025, records the budget number in the document field and forwards the TPA, registration form, and copy of receipt in the daily recap envelope to the Accounting Department.

##### 2.5 Accounting and Travel Departments

2.5.1 The Accounting Department processes the internal chargeback to the budget on the TPA form.

2.5.2 The Accounting Department forwards the completed TPA and registration forms to Travel.

2.5.3 Travel closes out the TPA.

### 3.0 Registration for Non-Institutional<sup>1</sup> Continuing Education/Non-Credit Classes, Conferences and Workshops.

Employees who wish to attend a CCS conference or workshop to be paid by a CCS budget must complete a TPA and registration form. The activity may be open to individuals not employed by CCS. This procedure does not cover those individuals or individuals using non-CCS funds to pay for registration. Note that a CCS Travel or Purchasing Card cannot be used to pay for these charges.

#### 3.1 Department Sponsoring Activity

- 3.1.1 It is the responsibility of the CCS representative to work with its Continuing Education Office prior to the event to determine if this activity should be set up in SMS.
- 3.1.2 It is the responsibility of the CCS representative to work with the Accounting Department (extension 5210) prior to the event to ensure proper codes and/or accounts are set up to accommodate the activity. The Travel Department (extension 5284) should be informed of the accounting of the event to ensure TPAs are processed correctly.
- 3.1.3 The CCS representative receives the registrations to account for attendees paid through the internal chargeback process.
- 3.1.4 The department representative is responsible for monitoring the revenue and expenses of the activity.

#### 3.2 Employee

- 3.2.1 Complete the on-line TPA. On step 6 of the form in the optional comment box record the comment, Internal Chargeback. The budget number used in the source of funding box will be the budget charged.
- 3.2.2 Send the registration forms to the CCS representative noted on the registration materials.
- 3.2.3 Send the approved TPA form to the Travel Department at MS 1006.

#### 3.3 Accounting, Budget and Travel Departments

- 3.3.1 Travel accumulates the TPAs by budget number and forwards a copy to Accounting weekly.
- 3.3.2 Accounting prepares a journal voucher (JV) using the revenue budget obtained in item 3.1.2 and expenditure budgets obtained from the TPAs.
- 3.3.3 Accounting forwards the JV to Budget for approval and enters the approved JV. Note that the JV form used should include the TPA number in the REF-DOC-NUM field.
- 3.3.4 A copy of the JV is forwarded to Travel.
- 3.3.5 After receipt of JV from Accounting, Travel closes out the TPAs.

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<sup>1</sup> Non-institutional represents activities that may be held at a CCS facility, but would not be taught by a CCS faculty member. Any activities in which a CCS instructor is contracted must go through the appropriate unit's Continuing Education Office. An agency fund would need to be set up to account for the registration activity.