



OTERO COLLEGE PROCESS

OCP 0-9: Rodeo Student Travel Reimbursement

OCP REFERENCE NUMBER:

OCP 0-9

REVISED/REVIEWED ON:

June 16, 2025

EFFECTIVE:

July 2024

REFERENCE(S):

OC 8-61C and SP 8-61C

APPLICATION:

This procedure applies to all Otero College students participating in scheduled rodeo events and requesting reimbursement for travel-related expenses.

BASIS:

To ensure timely and accurate processing of weekly rodeo travel reimbursements for participating students, and to maintain compliance with institutional and tax regulations.

DEFINITIONS:

Direct Pay Form:

A form submitted to Accounts Payable to request payment directly to an individual without a purchase order.

W-9 Form:

IRS form used to collect taxpayer information for payment.

PROCEDURE:

1. Weekly Direct Pay Submission:

- **Deadline:** Direct Pay forms must be submitted by Friday at noon prior to the scheduled rodeo. Forms submitted no later than Monday at noon will still ensure payment is issued by Thursday of that week, with the exception of holidays and special check run changes which will be communicated by the Business Office.
- **Submission Requirements:**



- A separate Direct Pay form must be submitted for each student traveling.
- The Rodeo Coach must provide a signed statement requesting the payment for each participating student as backup documentation for the Direct Pay request.

2. Payment Disbursement:

- College Employees (Work Study or Student Hourly): Payments will be made via direct deposit and processed through Payroll.
- Non-Employee Students: Payments will be issued by check.

3. Check Collection Options:

- The Rodeo Coach or Assistant Coach may pick up and distribute checks to students each week.
- Students may also pick up their checks directly from the Business Office and must present a valid photo ID to ensure proper identification.

4. W-9 Tax Forms:

- This information is used to comply with IRS tax reporting requirements and may result in a 1099 being issued.
 - Any student paid more than \$600.00 in a calendar year will receive a 1099 at the end of the calendar year.

REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.