

Purchase Order: __

STUDENT TRAVEL AUTHORIZATION AND EXPENSE REPORT - TRAVEL ADVANCE REQUEST

Note: This request and the suppporting document(s) must be submitted to the Finance Office at least 15 days prior to the departure date.

Date Requested: _

Sponsor:				Vendo	r#: School:			
Event:				Destin:	Destination (City):			
Departure Date:					Return Date:			
					<u></u>			
Number taking trip:		Sponsors			Students	Bus Driver (if applicable)		
Budget Unit:					Account:			
F	Fund Function	ı Org Progra	am Project	t	Object . Sub-Obje	ct		
TRIP ADVANCE FOR:		T	****	Т	Sponsor			
	# ATTENDING	# OF DAYS	AMOUNT PER DAY	TOTAL	Signature:	Date://		
STUDENT MEALS					Supervisor			
STUDENT ROOMS					Signature:	Date://		
SPONSOR MEALS					Budget			
SPONSOR ROOM(S)					Manager:	Date:/_/		
BUS DRIVER ROOM					Academic and Support			
MEAL AND ROOM TOTAL					Signature:	Date://		
OT YED ACCOUNTED								
OTHER ASSOCIATED	QUANTITY		OUNT	TOTAL	T			
CAR RENTAL					Meal and Room Total:	\$		
CAR RENTAL GAS					Other Associated Travel Cost:	\$		
TAXI SHUTTLE					Travel Advance Grand Total:	\$		
LUGGAGE								
OTHER					FOR FINANCE OFFICE	DE USE ONLY		
OTHER					Check Number:			
OTHER	R ASSOCIATED	TRAVEL COS	T TOTAL		Date:			
					J L			
			FIN	AL EXPENS	SE REPORT (DU	E 10 DAYS AFTER RETURN DATE)		
	ACTUAL AMOUNT SPENT		ALLOWABLE AMOUNT		Sponsor Signature:	Date· / /		
STUDENT MEALS					7	Date		
STUDENT ROOMS			-		Supervisor Signature:	Date://		
SPONSOR MEALS					Budget			
SPONSOR ROOM(S)					Manager:	Date://		
BUS DRIVER ROOM					Academic and			
CAR RENTAL					Support Signature:	Date· / /		
CAR RENTAL GAS					- Jognature.			
TAXI SHUTTLE					Final Expense Amount:	\$		
LUGGAGE					Advace Amount:	\$		
OTHER			-		Due to Employee:	\$		
GRAND TOTA					Due to SISD:	\$		
					Check Number/ Cash:	\$		
* Attach Meal Disbursement Form * Itemized meal receipt for Employee Sponsor * Include itemized receipts for the following lodging, car rental, gas, taxi/sl				ıxi/shuttle,	Date:	\$		

luggage, and other associated cost.

July 2015 Form 26.1004