

# Spring Independent School District Financial Services Division

16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6076



## Student Travel Cash Disbursement Form

*This form should be used if cash is given to students and/or sponsors for meals.*

**STUDENTS MUST SIGN THIS FORM IN THEIR OWN HANDWRITING.**

Date of Disbursement: \_\_\_\_\_

Purpose of Disbursement: \_\_\_\_\_

Travel Conference/Location: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

| Student Signature | Amount Rec'd | Student Signature | Amount Rec'd |
|-------------------|--------------|-------------------|--------------|
| 1.                |              | 16.               |              |
| 2.                |              | 17.               |              |
| 3.                |              | 18.               |              |
| 4.                |              | 19.               |              |
| 5.                |              | 20.               |              |
| 6.                |              | 21.               |              |
| 7.                |              | 22.               |              |
| 8.                |              | 23.               |              |
| 9.                |              | 24.               |              |
| 10.               |              | 25.               |              |
| 11.               |              | 26.               |              |
| 12.               |              | 27.               |              |
| 13.               |              | 28.               |              |
| 14.               |              | 29.               |              |
| 15.               |              | 30.               |              |
| <b>TOTAL</b>      |              |                   |              |

Total must match the total on the STUDENT TRAVEL EXPENSE REPORT WORKSHEET.

Make copies of this form as needed to accommodate the number of students/sponsors.

\_\_\_\_\_  
Signature of Sponsor Distributing Funds

\_\_\_\_\_  
School / Department / Sponsor Club