

SUMMARY OF EXPENSES FOR STUDENT TRAVEL

This form must be submitted in PERSON to the Office of Business Services/Cashier for reimbursement of student expenses for approved travel.

Travel Advance Information:

Name _____

Dates of Travel: From _____ To _____

Department Number _____ Amount: _____

Destination _____

Number of Students _____

Summary of Expenses: (Receipts are attached)

Meals \$ _____

Lodging \$ _____

Use of Car \$ _____

Miscellaneous ** \$ _____

TOTAL \$ _____

** Receipts must show items purchased

I certify that all of the expenses above are true and correct and paid for students only:

Authorized Signature

Date