TRAVEL FORM

Use this form to request a reimbursement for costs associated with club travel.

Student Government Association

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Person Submitting Request:							
lub: Today's Date:							
Position:	Email/Phone:						
DETAILS OF TRAVEL							
Date(s) of travel:							
Purpose of travel:							
Was a Travel Roster submitted for this trip prior to traveling and/or competing? \Box Yes \Box No							
Name(s) of people traveling in your vehicle: (attach a separate list if necessary):,							

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TRAVEL								Total Charges
Mileage								
(Attach Mapquest)	#of mile							
Airfare/Trainfare/Busfare								
Car Rental								
Gas for Rental Vehicle								
Parking/Tolls								
Lodging								
Tips								
Other								
Sub Total-Travel								
MEALS	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	
Breakfast								
Lunch								
Dinner								
Sub Total-Meals								
					Total Tri			
					Less Cash Advance			
					Total Due To			
					Students			
I declare that this amount of travel expenses is accurate and conforms to all applicable Student Government Association								
regulations. The expenses are actual, reasonable, and were personally incurred while on club business/travel. Student Signature: Date:								lavel.

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