

Student Travel Expenditure Request/Report

Faculty Sponsor: This form is to be submitted twice: Initially, with projected costs and first column of signatures; faculty sponsor will retain form and submit following travel, on the basis of actual expenditure with second column of signatures.

Inclusive dates of trip: _____

Course/Trip Location: _____

Faculty Sponsor: _____

Number of Student Participants: _____ Campus: _____ Division: _____

Expenditures:		Projected Cost	Actual Cost*
• Transportation:	State Vehicle	_____	_____
	Rented Vehicle	_____	_____
	Common Carrier	_____	_____
• Lodging:	Number of Days _____	_____	_____
	Student Lodging	_____	_____
	Faculty Lodging	_____	_____
• Meals:	Student Meals	_____	_____
	Faculty Meals	_____	_____
	_____	_____	_____
• Other (Specify): _____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Total:		_____	_____

All expenditure must follow purchasing procedures. Include receipts with the second submission of the form.

Revenue:	Projected	Actual
• Fees to be collected from students	_____	_____
• Other (Specify): _____	_____	_____
_____	_____	_____
Total:		_____

SIGNATURES:

PRIOR TO TRIP:

Faculty Sponsor Date

Division Dean, Director, or Dean of Students Date

Provost Date

SECOND SUBMISSION*:

Faculty Sponsor Date

Division Dean, Director, or Dean of Students Date

Provost Date

After preliminary submission, faculty sponsor will retain the form until the trip has been completed.

*Second submission is to be completed within ten days of return from travel and forwarded to the Office of the Controller.