

Student Travel Expense Report

Student Name		
Student Organization		
Travel Dates		
Per Mile Reimbursement	\$0.50	
Total required for travel		

Purpose/Justification of Travel. (In order for any part of student travel to be reimbursed by the College or organization, the student must be involved with a competition, mandatory attendance, or presentation). Attach meeting announcement or summary of required events

Original receipts with form of payment must be attached. Reservation forms are not accepted. The approved amount is determined when submitting the FUNDING REQUEST form prior to travel. Additional funding must be provided by the organization and the student.

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals will not be reimbursed	Conference or Seminar fee	Miles (Personal Car Only/Enter # of miles)	Mileage Reimbursement	Miscellaneous	U.S. \$
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
							Total Mileage Reimbursement		Total Reimbursement:	

REQUIRED SIGNATURES

1. Student Signature (sign & date): _____

2. Authorization by Organization Advisor (sign & date): _____

3. Received by Student Affairs Office (sign & date): _____

4. Authorization by Assistant Dean (sign & date): _____