



Student Travel Advance Form

Please select one: Credit Card_____ or Cash Advance_____

****This request must be submitted to the Business office TWO WEEKS in advance****

Please reference all PO #'s used for this trip:

Daily meal per diem is \$32 per person, Students and Sponsors have the same per diem. Bus Driver Meals will need to be included. All lines on this form MUST be completed in order to process.

Travel Times

Depart Time:

Return Time:

For Office Use Only

Trip #

Check #

Batch Date:

Sponsor/Coach:	School:
Employee ID:	Destination:
Department:	Event:
Request Date:	Budget Code:

Trip starts before
8:00 AM

Trip starts by 12:00
PM

Trip end after 6:00
PM

DATE	Student Rooms	Sponsor Rooms	Bus Driver Rooms	Breakfast (\$8 allowance)	Lunch (\$12 Allowance)	Dinner (\$12 allowance)	MISC.	TOTAL
				Sponsor Breakfast \$8	Sponsor Lunch \$12	Sponsor Dinner \$12		
# of Attendees AND Registration Costs							CHECK ADVANCE TOTAL	
# of Students_____ # of Sponsors_____							GRAND Total	
Cost of Registration per Individual \$_____				Total Cost: _____				

****ALL ORIGINAL ITEMIZED RECEIPTS MUST BE ATTACHED****

Meal tips are not to exceed 15% of the meal total, and shall fall within the per diem allowance.

Tips are not allowed with Federal funds.

Must attach copy of hotel confirmation.

Attach a copy of the registration for verification of the conference hotel rate.

Sponsor/ Coach Signature & Contact

Date

Approved by: Director/ Principal

Date