

# Student Travel Expense

**Section 1: This form is used to process approved reimbursements for overnight travel once the official University business has occurred (Domestic and International).**

Date: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_  
 Traveler's Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Department Name: \_\_\_\_\_  
 Travel Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_  
 (City & State)  
 Conference Name: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_

**Section 2: Description of Expenses (For more information please visit: [Travel Policy](#))**

Date(s)	Items	Description of Expense (In Detail) <small>(Examples: Hotel name, Conference, Registration, Airline name)</small>	Miles Only	<a href="#">2023 IRS Mileage Rate</a>	Line Totals(s)
				.655	
				.655	
				.655	
				.655	
				.655	
				.655	
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				.655	
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				.655	
				.655	
				.655	

*Please note:* Meals included as a part of the registration fee are deducted from the per diem payment.

Federal Per Diem Rates: [US per diem rates](#), [Foreign per diem Rates](#)

Grand Total: \_\_\_\_\_  
*(Please attach original itemized receipts)*

**Section 3: Account Information** (Account # 7215 for mileage expenses, Account # 7216 for all other travel expenses and employee travel, Account # 7217 for Student travel)

Index #	Fund #	Organization #	Account #	Program #	Approved Amount \$

**Section 4: Signature & Consent (Travel Expense form must be submitted within 10 business days after travel was completed.)**

I hereby certify that the travel and expenses indicated hereon, where incurred to accomplish official business pursuant to the travel authority granted to me by the Encumbrance number noted above:

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 5: Appropriate Approvals (Print and Sign)**

Department Head / Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
 Grants: \_\_\_\_\_ Date: \_\_\_\_\_  
 Accounts Payable: \_\_\_\_\_ Date: \_\_\_\_\_