TRAVEL EXPENSE STATEMENT - U.S. TRAVEL FOR STUDENT ORGANIZATIONS

PURPOSE: This form is only for student organizations of Georgia Tech, travelling using Student Activity Fee funding through SGA.

DEPARTMENT / UNIT: SGA / SOFO CAMPUS REF #: ________________________________

NAME: ________________________________ Vendor #: ________________________________

ADDRESS: ________________________________

EMAIL ADDRESS: ________________________________

TRIP PURPOSE: ________________________________

DEPT CONTACT: ________________________________ PHONE: ________________________________

VEHICLE MILEAGE

<table>
<thead>
<tr>
<th>DATE</th>
<th>ORIGIN</th>
<th>DESTINATION</th>
<th>BILL # &amp; LINE ITEM or BUDGET LINE ITEM</th>
<th>No. OF STUDENT S</th>
<th>MILES TRAVELED</th>
<th>SGA TRAVEL FORMULA</th>
<th>REIMBURSABLE COST</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Please select one:

- ☐ STUDENT TRAVEL
- ☐ NON U.S. PERSON
- ☐ U.S. PERSON

TOTAL MILEAGE EXPENSE

AIRFARE

<table>
<thead>
<tr>
<th>DATE</th>
<th>ORIGIN</th>
<th>DESTINATION</th>
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</tbody>
</table>

TOTAL AIRFARE EXPENSE

REGISTRATION

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>BILL # &amp; LINE ITEM or BUDGET LINE ITEM</th>
<th>No. OF STUDENT</th>
<th>REGISTRATION COST</th>
<th>REIMBURSABLE COST</th>
</tr>
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</tbody>
</table>

TOTAL REGISTRATION EXPENSE

NOTES / COMMENTS:

______________________________

______________________________

Travel Policy Notes:

Receipts are required for all claimed expenses.

travel.ask@business.gatech.edu

FORM: TES U.S. - SOFO 01/2016

http://www.procurement.gatech.edu/travel.php
## ACCOUNTING SUMMARY - Travel Expense Codes - FOR SOFO OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Description</th>
<th>Project Code</th>
<th>Expense Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILEAGE (PERSONAL VEHICLE)</td>
<td></td>
<td>650500</td>
<td>$</td>
</tr>
<tr>
<td>AIR TRAVEL - PAID BY TRAVELER</td>
<td></td>
<td>651120</td>
<td>$</td>
</tr>
<tr>
<td>RENTAL CAR &amp; RENTAL CAR GAS</td>
<td></td>
<td>651160</td>
<td>$</td>
</tr>
<tr>
<td>REGISTRATION</td>
<td></td>
<td>727130</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL DUE TO TRAVELER:** $

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I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than $1000 or by imprisonment for not less than one nor more than five years that the above statements are true and I have incurred the described expenses. I have not been reimbursed and have not filed, nor will I file, for reimbursement from any other source, for said expenses.

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**TRAVELER'S SIGNATURE:**

**DATE:**

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**DEPARTMENT APPROVAL:**

**Signature**

**DATE:**

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**Printed Name**

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**Title of Approver**

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**OPTIONAL ADDITIONAL APPROVAL #1:**

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**OPTIONAL ADDITIONAL APPROVAL #2:**

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Approval attests that the travel is authorized and the reimbursement is in accordance with Georgia Tech travel policies.

To expedite payment processing, please attach all small receipts with tape to 8.5" x 11" paper for scanning.