



Voucher#: _____ Date: _____

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 #: _____
Last First Middle

ADDRESS: _____ STUDENT TRAVEL

EMAIL ADDRESS: _____ Please select one:
 NON U.S. PERSON U.S. PERSON

TRIP PURPOSE: _____

DEPT CONTACT: _____ PHONE: _____

VEHICLE MILEAGE PERSONAL VEHICLE RENTAL CAR (INCL CRC VANS)

REIMBURSABLE GAS RECEIPT ONLY

DATE	ORIGIN	DESTINATION	BILL # & LINE ITEM or BUDGET LINE ITEM	No. OF STUDENTS	MILES TRAVELED	Cost / Unit	SGA TRAVEL Allocation / Amount To Be Reimbursed
					X		
					X		
					X		
TOTAL REIMBURSABLE MILEAGE EXPENSE							

AIRFARE

DATE	ORIGIN	DESTINATION	BILL # & LINE ITEM or BUDGET LINE ITEM	No. OF STUDENTS	MILES TRAVELED	TRAVELER'S AIRFARE COST	SGA AIRFARE Allocation / Amount To Be Reimbursed
					X		
					X		
					X		
TOTAL REIMBURSABLE AIRFARE							

REGISTRATION

DATE	DESCRIPTION	BILL # & LINE ITEM or BUDGET LINE	No. OF STUDENTS	REGISTRATION COST	SGA Allocation / Amount To Be Reimbursed
				X	
				X	
				X	
TOTAL REIMBURSABLE REGISTRATION					

NOTES / COMMENTS: Reimbursable Amount is based on SGA Travel Calculator/Policy <http://sgatravelcalculator.atspace.cc/>

Travel Policy Notes:

Receipts are required for all claimed expenses.

ACCOUNTING SUMMARY - Travel Expense Codes - FOR SOFO OFFICE USE ONLY

	<u>PROJECT</u>	<u>EXPENSE ACCOUNT</u>	<u>AMOUNT</u>
MILEAGE (PERSONAL VEHICLE)	_____	650500	\$ _____
AIR TRAVEL - PAID BY TRAVELER	_____	651120	\$ _____
RENTAL CAR & RENTAL CAR GAS	_____	651160	\$ _____
REGISTRATION	_____	727130	\$ _____
TOTAL DUE TO TRAVELER:			\$ _____

NOTE TO TRAVELER: _____

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.

TRAVELER'S SIGNATURE: _____ **DATE:** _____

DEPARTMENT APPROVAL: _____ **DATE:** _____

Signature

Printed Name

Title of Approver

OPTIONAL ADDITIONAL APPROVAL #1: _____

OPTIONAL ADDITIONAL APPROVAL #2: _____

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