



# ASSOCIATED STUDENTS, INC

## 2013-2014 STUDENT CLUB/ORGANIZATION TRAVEL EXPENSE SUMMARY

### CLUB/ORGANIZATION & ACCOUNT INFORMATION

Club/Organization Name: \_\_\_\_\_ Account No.: \_\_\_\_\_ Date: \_\_\_\_\_

**DATE RECEIVED**  
**ASI OFFICE**

### PAYEE INFORMATION

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**A valid address required for all payments.**

Mark this box to have the check held for pick-up at Accounting Office

Current Balance \$ \_\_\_\_\_

### TRAVEL ITINERARY & COSTS

Destination(s) Including Stopovers: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Departure: Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Return: Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Amount of Advance (Check # \_\_\_\_\_): \$ \_\_\_\_\_

Itemization of Actual Expenses of Travel: (Attach Receipts)

Air name of carrier \_\_\_\_\_ \$ \_\_\_\_\_

Private Vehicle \_\_\_\_\_ miles @ \$0.50 per mile Other: \_\_\_\_\_ \$ \_\_\_\_\_

Hotel Costs: (Attach Receipts) \$ \_\_\_\_\_

Meals:

Breakfast \_\_\_\_\_ @ \$10.00 Lunch \_\_\_\_\_ @ \$15.00 Dinner \_\_\_\_\_ @ \$25.00 \$ \_\_\_\_\_

Incidentals \_\_\_\_\_ @ \$5.00 per 24hr period \$ \_\_\_\_\_

Other Costs \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

Less Advance \$ \_\_\_\_\_

Amount Returned/Reimbursed (Receipt# \_\_\_\_\_) \$ \_\_\_\_\_

**DATE RECEIVED**  
**AUXILIARY OFFICE**

### REIMBURSEMENT INFORMATION

Are any expenses claimed in excess of reimbursement rates made to employees of the University? YES  NO   
(If costs are in excess, you must complete a Travel Expense Addendum Form.)

### SIGNATURES & APPROVALS

#### CLUB/ORGANIZATION AUTHORIZATION:

Club/Organization Officer (print): \_\_\_\_\_ (signature): \_\_\_\_\_ Phone Number (required): \_\_\_\_\_

Club/Organization Advisor (print): \_\_\_\_\_ (signature): \_\_\_\_\_ Phone Number (required): \_\_\_\_\_

#### RECEIVED BY:

ASI Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print

AUXILIARY ACCOUNTING: Accountant Signature: \_\_\_\_\_ Date Processed: \_\_\_\_\_