



STUDENT TRAVEL TRIP REPORT

Travel Request # \_\_\_\_\_

Name of Group or Class: \_\_\_\_\_ # of Students Attending \_\_\_\_\_

Destination: \_\_\_\_\_

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

Time/Date of Departure: \_\_\_\_\_ AM / PM on \_\_\_\_\_, 20\_\_\_\_
month/date year

Time/Date of Return: \_\_\_\_\_ AM / PM on \_\_\_\_\_, 20\_\_\_\_
month/date year

EXPENSES:

Meals (Meal Allotment Form required): \$ \_\_\_\_\_

Lodging (Receipts required): \$ \_\_\_\_\_

Fees/Registration (Receipts required): \$ \_\_\_\_\_

Transportation (Receipts required): \$ \_\_\_\_\_ (Rental, Charter Bus, or Airfare)

Miscellaneous (Receipts required): \$ \_\_\_\_\_ (Tolls, Parking, etc.)

\*TOTAL TRIP EXPENSES: \$ \_\_\_\_\_

Less Amount(s) Advanced: \$( \_\_\_\_\_ ) Check # \_\_\_\_\_

\$( \_\_\_\_\_ ) Check # \_\_\_\_\_

\$( \_\_\_\_\_ ) Check # \_\_\_\_\_

BALANCE DUE TRAVELER: \$ \_\_\_\_\_ OR

UNUSED ADVANCE RETURNED: \$ \_\_\_\_\_ (Provide documentation: Cashier's receipt)

Names of Passengers Required:

Table with 3 columns for passenger names and 6 rows for entries.

\*Provide original receipts/documentation for all expenses listed.

"I hereby certify or affirm that this Trip Report is true and correct in every material matter; that expenses were actually incurred by the undersigned as necessary travel expenses in the performance of official duties; that same conforms in every respect the requirements of Section 112.061 of the Florida Statutes."

Requestor's Signature

Date

Budget Signature Authority

Date