

Idaho State UNIVERSITY

ASSOCIATED STUDENTS TRAVEL RECORD

Complete form and RETURN to the appropriate office:
Student Clubs & Organizations, Student Involvement & Orientation Office, Student Union Bldg.
Phone number 282-4588, Email vanealid@isu.edu
Sport Clubs, Reed Gym- Phone number: 282-282-3516, Email: munshel@isu.edu

Claimant Name: _____ Bengal Card #: _____ Today's Date: _____

Club Names: _____

Departure Date: _____ Departure Time: _____ AM PM

Return Date: _____ Return Time: _____ AM PM

Destination: _____ # in Party: _____ *

Did you buy Gas? Yes No If YES, car license # used: _____

Purpose of Travel? _____

ACTUAL EXPENSES (ATTACH RECEIPTS):

Airfare.....\$ _____

Gasoline.....\$ _____

Ground Travel.....\$ _____

Lodging.....\$ _____

Meals.....\$ _____

Mileage.....\$ _____

Parking.....\$ _____

Registration.....\$ _____

Miscellanies.....\$ _____

TOTAL EXPENSES \$ _____

AMOUNT OF ADVANCE \$ _____

AMOUNT RETURNED/(DUE) \$ _____

* Names of Other Travelers in the Party:

Check Payable to: (include name and address)

SIGNATURES: (Please sign and date Claimant Name only)

Claimant: _____ Date: _____

Director: _____ Date: _____

UBO: _____ Date: _____

ACCOUNTING USE ONLY:

Travel Advance information:

Check Date: _____

Check \$ _____ Check #: _____

Index Code: _____ Account Code: _____

Travel Record Information:

Amount: \$ _____

Index Code: _____ Account Code: _____