

Student Travel Expense

** For AP Use Only **	
Banner Invoice #	

Section 1: This fo occurred (Domes			rsements for overnight travel once t	he offici	al University bu	siness has		
Date:			Encumbrance No.:					
Γraveler's Name:			Banner ID #:	Banner ID #:				
Mailing Address:								
				Department Name:				
Γravel Destination (City & State)	:		Dates of Travel:					
Conference Name:	:		Purpose of Trip:					
Section 2: Descrip	otion of Expense	es (For more informatio	n please visit: Travel Policy)					
Date(s)	Items	Descript	tion of Expense (In Detail) e, Conference, Registration, Airline name)	Miles Only	2024 IRS Mileage Rate	Line Totals(s)		
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		registration fee are deducted fro , Foreign per diem Rates		original ite	Grand Total: mized receipts)			
Section 3: Accour	nt Information	Aggount # 7215 for mileage expenses Ag	ccount # 7216 for all other travel expenses and employee tra	wal Assaunt	4 7217 for Student travel)			
Index #	Fund #	Organization #				d Amount \$		
			ust be submitted within 10 business					
hereby certify that the by the Encumbra			re incurred to accomplish official business	pursuant	to the travel author	ity granted to		
Γraveler Signature	:		Dat	e:				
Section 5: Approp	priate Approval	s (Print and Sign)						
			Dat	te:				
Grants:								