

# SOUTH TEXAS COLLEGE

## TRAVEL VOUCHER - STUDENT ORGANIZATIONS

**Instructions:** Please type. Travel voucher reimbursements require the submission of the Student Travel Authorization Approval form. Attach a copy of the authorization form (BO-5500 or BO-5501) submitted.

1. Document Date		2. Justification	
3. Vendor, Pay To: (Name and Mailing Address)			4. Employee Title, if vendor is STC employee
		<input type="checkbox"/> Existing Vendor <input type="checkbox"/> New Vendor - W9 attached or sent to Purchasing on	
			5. Vendor A#
6. Fund Code (Pay From)	Account Code	Student Organization Name	
	270004		
7. Travel Dates		8. Description & City	
From: _____ To: _____			
9. Distribution - Travel Expense Itemization (Include Pre-authorized Payments Made)			
Expenses (Attach Receipts)		Actual Total Cost	Pre-authorized Payments Made
Taxi and/or Shuttle			
Air Fare			
Rental Car			
Personal Care Mileage Miles @ \$0.565			
Gasoline			
Meals			
Baggage			
Lodging			
Registration			
Parking			
Other Travel Expenditures (Itemize)			
Vendor Refund or Student Organization Deposit			
TOTAL EXPENDITURES			
Less: Pre-authorized Payments Made			
Total Due from Student Organization			
10. I certify that the expense account shown above is true, correct and unpaid.			
Claimant		Phone Number	Date
Printed Name		Signature	
11. Contact Person			
Printed Name		Phone Number	E-mail
12. Approved - Financial Manager			
Printed Name		Signature	
13. Approved - Student Officer			
Printed Name		Officer Title	Date
14. Approved - Student Officer			
Printed Name		Officer Title	Date
15. Director for Student Activities & Wellness			
Printed Name		Signature	

Budget Approval \_\_\_\_\_