

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			
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	Total Amount Due	
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		Date	
13. Approved - Student Officer					
Printed Name		Signature		Officer Title	
				Date	
14. Approved - Student Officer					
Printed Name		Signature		Officer Title	
				Date	
15. Director for Student Activities & Wellness					
Printed Name		Signature		Date	

Budget Approval _____