

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. Agency Worktag (Pay From)	Spend Category	Student Organization Name		
	2300: CY Deposits Held - Other Outflow			
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 Car Mileage Miles @ \$0.70				
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 - Agency Manager				
Printed Name		Signature		
13. Approved - Student Officer		Officer Title	Date	
Printed Name _____		Signature _____		
14. Approved - Student Officer		Officer Title	Date	
Printed Name _____		Signature _____		
15. Director for Student Activities & Wellness			Date	
Printed Name _____		Signature _____		

Budget Approval _____