

**PENSACOLA STATE COLLEGE
STUDENT LEADERSHIP & ACTIVITIES
TRAVEL AUTHORIZATION AND EXPENDITURE VOUCHER**

Date _____

Organization _____

Advisor _____ Advisors Id No. _____

I hereby request authorization to perform the travel hereinafter described, and certify that such travel is essential to the transaction of College business.

Activity _____

Depart from _____ To _____

Purpose _____

Departure Planned _____ Return Planned _____

Date & Time Actual _____ Date & Time Actual _____

Mode of Transportation _____

Maximum expenses allotted by Student Leadership & Activities

	<u>Planned</u>	<u>Actual</u>
Airline or Common Carrier	\$ _____	\$ _____
College Vehicle	\$ _____	\$ _____
Rental Car	\$ _____	\$ _____
Taxi	\$ _____	\$ _____
Student Meals	\$ _____	\$ _____
Advisor Meals	\$ _____	\$ _____
Housing	\$ _____	\$ _____
Registration	\$ _____	\$ _____
Other	\$ _____	\$ _____

Total Advanced byCheck #'s _____ \$ _____

Total Expenditures \$ _____

Amount of Refund \$ _____

Date of Refund _____ Receipt No. _____

Account No. _____

Signatures:

Advisor (pre-trip)

Advisor (post –trip)

Student Leadership &Activities

Student Leadership &Activities