

WSU CASH ADVANCE SETTLEMENT FOR STUDENT TRAVEL

Event _____

Location _____

Dates _____

Staff Present _____

Number of Students _____

Attending _____

Cost Center # _____

ADVANCE: Check No	Amount	\$
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Transportation (mileage, rental car, or airfare)	\$	
Lodging(Room and tax only)	\$	
Meals (Not to exceed; B \$9, L \$11, D \$16)	\$	
Registration and admission fees	\$	
Miscellaneous travel expense	\$	
Other (explain)	\$	

TOTAL EXPENSES		\$
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AMOUNT RETURNED \$

AMOUNT DUE STAFF MEMBER \$

Form Prepared by: _____ Date: _____
Signature

Advisor approval: _____ Date: _____
Signature

Note any expenses for this event that are paid directly to travel agencies, bus companies, motels, other Universities, etc. below.

Deposit any unused funds at Cashiers into 900164, 9851 account. Attach that receipt, along with all itemized receipts pertaining to this event, to this form and deliver to the Business Office. Canceled checks and photocopies of credit card bills do not substitute for receipts.