

**SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
STUDENT GROUP TRAVEL CARD REQUEST FORM**

PART 1: TO BE FILLED OUT AND SUBMITTED PRIOR TO TRIP TO REQUEST A STUDENT GROUP TRAVEL CARD WHICH IS TO BE USED FOR APPROVED STUDENT AND FACULTY/STAFF EXPENSES ONLY.

Date _____ Meals $\frac{\text{_____}}{\text{\# in group}} \times \frac{\text{_____}}{\text{\# of meals}} \times \frac{\text{_____}}{\text{\$ per meal}} = \frac{\text{_____}}{\text{Total}}$

Group Name _____

Account No. _____

Lodging $\frac{\text{_____}}{\text{\# of rooms}} \times \frac{\text{_____}}{\text{rate}} \times \frac{\text{_____}}{\text{\# of nights}} = \frac{\text{_____}}{\text{Total}}$

Event _____ Transportation \$ _____

Destination _____ Other Expense \$ _____

Travel Date _____ Return _____ Total Estimated Expenses \$ _____

Contact Person _____

Phone Extension _____

Coach/Sponsor _____

Approver/Department Head _____

STUDENT TRAVEL CARD # ISSUED _____

PART 2: TO BE FILLED OUT AFTER TRIP – SUBMIT ORIGINAL FORM WITH RECONCILIATION TO CREDIT CARD MANAGER AND TURN IN CREDIT CARD.

RECONCILIATION

VENDOR PAID	Student Meals	Sponsor Overnight Meals	Student Lodging	Sponsor Lodging	Fuel Charges	Other Charges	TOTAL
TOTAL							
State Object Code	2212	2213	2212	2213	3429	2212	

SPONSOR REIMBURSEMENT FOR OUT OF POCKET EXPENSES:

VENDOR	Tolls	Parking	Other	TOTAL
TOTAL SPONSOR REIMBURSEMENT				
State Object Code	6113	6113	6113	6113

Sponsor/Coach _____ Approver _____ Card Mngr _____

RECONCILIATION CONTINUATION

VENDOR PAID	Student Meals	Sponsor Meals	Student Lodging	Sponsor Lodging	Trans. Charges	Other Charges	TOTAL
TOTAL							
State Object Code	2212	2213	2212	2213	3429	2212	