

Graduate Student Travel Request ~ Math Department

Return this form to Beth or Patti BEFORE your trip along with a description of the event (event website/agenda/meeting schedule printout).

Secure your advisor's signature for an estimated authorized total amount before submitting form. If your advisor cannot subsidize all (or a portion) of your travel expenses, then see Dr. Julia Knight for an additional signature authorizing reimbursement.

After returning, turn in ORIGINAL receipts along with the expense report form (completed to the best of your ability) to Beth or Patti (receipt guidelines and expense report form are attached for your use).

If you are giving a talk, plan to turn in all receipts and your expense report to the GSU first. The GSU will pay a portion and the person who approved your trip will pay the remainder.

Name: _____ Advisor: _____

Date(s) of trip: _____ Location: _____

Purpose of trip: _____

Level of participation: poster presentation talk attend only

Anticipated expenses:

Travel Mode:	Miles if driving:	Amount (55¢ per-mile):
Meals:		est. Amount:
Lodging:		est. Amount:
Other:		
Total estimated expenses:		

Courses and/or TA duties to be missed plus arrangements made: _____

Student's signature _____ Date: _____

Authorization(s):

account # or grant title: _____ **amount:** _____

Advisor's signature: _____ Date: _____

account # or grant title: _____ **amount:** _____

DGS's signature: _____ Date: _____

SCHEDULE A

TRAVEL AND EXPENSE REPORT SUPPORTING DOCUMENTATION

The following outlines proper supporting documentation for common travel expenses:

Expense	Supporting Documentation	Other Documentation Requirements
Air Transportation	Passenger Receipt and itinerary	
<i>E-Tickets</i>	Flight itinerary reflecting airline, flight numbers, departure/arrival dates and times, and passenger receipt listing flight cost, payment method (e.g., Visa **** * 1234), and evidence of full payment	Absent the proper itinerary and receipt, one or more of the following may also be required: E-receipt print out from kiosk or 24 hour check in; boarding pass, and/or a copy of the traveler's credit card statement reflecting the charge
Car Rental	Detailed car rental receipt reflecting the amount paid	
<i>On-line receipts</i>	Receipt/itinerary from on-line travel service (Hotwire, Priceline, etc.) reflecting cost, and payment method (e.g., Visa **** * 1234) and evidence of full payment	Absent the proper itinerary and receipt, additional information may be requested, including but not limited to detailed receipt from rental car agency indicating payment of any balance due, and/or a copy of the traveler's credit card statement reflecting the charge
Personal Auto	Miles driven or original gas receipts	If the mileage exceeds 1,000 miles round trip, a flight quote reflecting the drive cost less than or equal to the flight cost
Conferences	Agenda or meeting schedule and paid receipt. The entire conference agenda need not be attached; the most relevant pages will include the location of the conference, the schedule and those pertaining to the traveler's involvement at the conference	
Lodging	Itemized hotel bill showing the amount paid	
<i>On-line receipts</i>	Receipt/itinerary from on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, and payment method (e.g., Visa **** * 1234) and evidence of full payment	Absent the proper itinerary and receipt, additional information may be requested, included but not limited to a detailed itemized hotel folio indicating payment of any balance due, and/or a copy of the traveler's credit card statement reflecting the charge
Meals	Itemized restaurant receipt or charge card receipt with the name(s), position(s), company of the person(s) entertained and business purpose	
Entertainment	Itemized receipt and charge card receipt with names(s), position(s), company of the person(s) entertained and business purpose	
Telephone, Fax, Internet	Hotel bill or other connection charge receipt	
Laundry or Dry Cleaning	Hotel bill or receipt	