

GPSC TRAVEL GRANTS TRAVEL EXPENSE REPORT

Date:

Traveler & Departmental Information	
Last Name:	Department:
First Name:	Email:
SID:	Phone:
Graduation Date:	

Travel Information	
Title of Conference:	
Location:	Conference Dates: From _____ To _____

Student Travel Expense Report (add additional expenses on separate page)							
Date:	Time of		Description / Destination (include type of transportation)	Meals	Lodging	Transportation	Exchange Rate
	Depart	Arrive					
Totals for all travel expenses:				A	B	C	

Miscellaneous Expenses	
Expense Description / Purpose	Amount
Total Misc:	D
Total Expenses (A+B+C+D):	

Funding	
	GPSC Travel Grants
	[Funding 1]
	[Funding 2]
	[Funding 3]
	Own Pocket
Total Funding (Must Match Total Expenses):	

I HEREBY CERTIFY THAT I AM THE PAYER FOR ALL ITEMS OF EXPENSE INCLUDED IN THE ABOVE AMOUNT AND THAT THE ITEMS WERE NECESSARY IN ATTENDING THE STATED CONFERENCE; AND I DECLARE, UNDER PENALTIES OF PERJURY THAT THIS CLAIM HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWL DGE AND BELIEF IS TRUE, CORRECT AND VALID CLAIM AND FOR VALUE RECEIVED.

CLAIMANT SIGNATURE:	DATE:
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Travel Authorization Waiver Statement

(Check only one box.)

I have submitted the required travel documentation to

_____.

The _____ does not require graduate students or graduate student-employees to submit a Travel Authorization Form for the type of travel indicated in the travel expense report and/or for foreign travel, excluding Canada and Mexico.

Signature: _____

Date: _____

Receipts

Travel Authorization Form Attached:

Traveler: _____

Trip Dates: _____

Trip Destination: _____

Per Diem allowed: _____

Travel Tips

All expenses except Per Diem for meals must have original receipts.

A valid receipt will have:

- An itemized list of what was purchased,
- The amount of the purchase,
- The date(s) of the purchase,
- The name of the vendor, and
- The business (academic) purpose of the purchase.

A credit card slip is not a valid receipt by itself.

Phone calls on hotel bill must be business (academic) calls and justified.

Tips for food service and room service are not reimbursable if you are claiming per diem as they are part of the “incidental” on “meals and incidentals”.

If a meal is included in the conference registration you may not claim Per Diem for that meal.

Get baggage handling and taxi receipts.

Any expenses on personal time are not reimbursable. Personal time must be approved in advance.

Car Rental must be justified and authorized in advance.