

## How to fill out a Student Travel Form

- 1.) Type or write in the Campus and Organization Name
- 2.) Type or write in the number of students attending
- 3.) Type or write in the number of sponsors attending
- 4.) Type or write in the Purpose of Travel
- 5.) Type or write in the Lead Sponsor's name (the checks will be payable to this sponsor)
- 6.) Type or write in the Address of Destination
- 7.) Type or write in the Name of the City

Campus and Organization Name:	# of Male Students:
Purpose of Travel:	# of Female Students:
Lead Sponsor:	# of Male Sponsors:
Address of Destination:	City:

- 8.) Type or write in the Estimated departure date and time from Del Rio
- 9.) Type or write in the Estimated arrival date and time back in Del Rio

Estimated Date	
Leave	Time
Return	Time

- 10) Type or write in the Number of vehicles need in the boxes below:

Mode of Transportation: **Enter the Number** of vehicles needed in the box.

<input type="text"/> Bus	<input type="text"/> Charter	<input type="text"/> Activity Bus	<input type="text"/> Van	<input type="text"/> Air	<input type="text"/> Other
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- 11) Type or write in the FUND-FUNCTION-ORG-YR-PI-OTC of the account. **Do not write in the whole account number.**

	Fund Function Org Yr PI OTC
Account Code:	

- 12) Type or write in the total amount of the Student/Sponsor/Driver Meals

		<b>Estimated Expenses:</b>
Student Meals	Obj 6412 SO 56	
Sponsor Meals	Obj 6412 SO 56	
Driver Meals	Obj 6412 SO 56	

Please keep in mind the per diem for these meals depends on the time they leave Del Rio and arrive back in Del Rio. Refer to the chart below: ex: **Breakfast** is allowed only if they leave **before** 8AM.

MEALS ALLOWED	DEPARTURE from Del Rio BEFORE	RETURN to Del Rio AFTER
BREAKFAST	8:00 AM	8:00 AM
LUNCH	12:00 PM	12:00 PM
DINNER	6:00 PM	6:00 PM

**\*\*Also please note that there is a fixed per diem amount for the students only. To get the per diem for the sponsor(s) and driver you will need to click on the link below: <https://www.gsa.gov/travel/plan-book/per-diem-rates>**

- 13) Type or write in the total amount of the Registration/Entry/Participation fee
- 14) Type or write in the total amount of the cost of the vehicle(s) being used.
- 15) Type or write in the total amount of the cost of Lodging
- 16) Type or write in the total amount of any other cost
- 17) Type or write in the Grand Total Amount of the Estimated Expenses

Registration	Obj 6412 SO 10		
Bus	Obj 6494 SO 52		
Activity Bus	Obj 6494 SO 51		
Van	Obj 6494 SO 54		
Charter	Obj 6412 SO 53		
Lodging	Obj 6412 SO 55		
Other	Obj 6412		
<b>Total</b>			

- 18) Once the amounts are all calculated and jotted down. You can start on submitting the Purchase Orders for those items. (You will need to submit to get the purchase order number assigned, but then you will need to pull it back and wait for the travel form to be approved before submitting.) Once you have the Purchase Order numbers, please write them down at the very top, under their respective line.

Purchase Order Numbers:			
Mileage	Hotel	Transportation	
Meals	Registration	Other	

- 19) The lead sponsor will need to sign and date the form in the yellow area above the Sponsor/Coach Title.

<b>Approval Signatures:</b>	
<b>Sponsor/Coach</b>	<b>Date</b>

- 20) Next will be the Principal or Director Signature & date:

<b>Principal/Athletic Director</b>	<b>Date</b>

- 21) Then send it through inter-campus mail so that the District Officer can sign off on it.

<b>District Officer</b>	<b>Date</b>

- 22) Once the District Officer signs and dates it, the form will then be given to the AP Travel Clerk to start processing. A copy will be emailed to you that you should attach electronically to all purchase orders relating to the travel and then submit the purchase orders.