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:	1		# of Male Studen	ıts:	
			# of Female Stud	lents:	
Purpose of Travel:					
			# of Male Sponso	ors:	L
Lead Sponsor:			# of Female Spor	isors:	
					L
					L
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 Trai	nsportation: E	nter the Numb	er of vehicle	s needed	d in the box.	
Bus	Charte	er Activit	y Bus	Van	Air	Other

11) Type or write in the FUND-FUNCTION-ORG-YR-PI-OTC of the account. Do not write in the whole account number.

Account Code:

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

		Estimated E	xpenses:
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.

	DEPARTURE	RETURN to
MEALS	from Del Rio	Del Rio
ALLOWED	BEFORE	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

Obj 6412 SO 10	
Obj 6494 SO 52	
Obj 6494 SO 51	
Obj 6494 SO 54	
Obj 6412 SO 53	
Obj 6412 SO 55	
Obj 6412	
	Obj 6494 SO 52 Obj 6494 SO 51 Obj 6494 SO 54 Obj 6412 SO 53 Obj 6412 SO 55

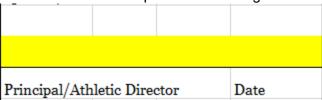
18) Once the amounts are all calculated and jotted down. You can start on submitting the Purchase Orders for those items. (You will need to submit to get the purchase order number assigned, but then you will need to pull it back and wait for the travel form to be approved before submitting.) Once you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

			,	· '		
Purchase C	rder Numl	bers:				
Mileage		ŀ	Hotel		Transportation	
Meals		F	Registration		Other	

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

Approval Signatu	ires:	
Sponsor/Coach		Date

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



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



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.