



Student Travel Addendum

This document is designed to be submitted with the Payment Request form when travel is being requested to be paid for or reimbursed.

This form is a fillable PDF. You must fill it out on your computer before printing. Forms filled in by hand will be returned to the submitter unprocessed.

Section 1 – Organization completes this section and submits via the Payment Request Form

Organization Name

Event Information

Start Date End Date Location (city and state)

Description

Attendee Information (list all attendees)

Name	NetID	Name	NetID	Name	NetID
1.		11.		21.	
2.		12.		22.	
3.		13.		23.	
4.		14.		24.	
5.		15.		25.	
6.		16.		26.	
7.		17.		27.	
8.		18.		28.	
9.		19.		29.	
10.		20.		30.	

Transportation Expenses (complete if seeking reimbursement for transportation)

Mode of Transportation If "other", describe Total miles

List drivers and number of passengers for personal or rental vehicle

Type	Driver	Passengers	Type	Driver	Passengers

Lodging Expenses (complete if seeking reimbursement for lodging)

Duration of Stay (number of nights) Number of Rooms Total Number of Students Staying in Rooms