

**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION
GROUP RETURN FROM TRAVEL FORM**

Name of Organization _____ Date _____

Advisor's Full Legal Name _____ Advisor's Tech ID # _____

Advisor Mail Stop _____ Phone # _____ Fax # _____

Contact Person _____ Phone # _____

Destination of Trip _____

Did you receive a Cash Advance - Yes _____ No _____ Other Funding - Yes ____ No ____
If YES, Department Name _____ Contact Name _____
Phone Number _____ FOP _____
Amount _____

Date Left _____ Time Left _____ a.m. or p.m.
Date Returned _____ Time Returned _____ a.m. or p.m.

Names of all Students who completed trip: _____

*****EXPENSES*****

Total Registration \$ _____
 How many Students _____
Total Gas Receipts \$ _____
Total Rental Car \$ _____
Total Airline Costs \$ _____
Total Public Transportation \$ _____
Total Lodging \$ _____
 How many Nights _____
Total Actual Meals \$ _____
 How many Days _____
Any Other Expenses \$ _____

TOTAL EXPENSES OF TRIP \$ _____

Advisor's Signature _____
Student Organization's President Signature

- **By signing this form, you are stating that all policies and procedures have been followed.**
- **REMINDER TO ORGANIZATION:** Please attach all receipts and supporting documents. Return this form with all original receipts (including original airline tickets) to the SGA Office within **5 calendar days of return from your trip.**
- *A check will be required if funds are left from the cash advance once the voucher has been filed.*
If you have any questions please call Katherine Taylor at 742-3631, office hours 8 a.m. to 5 p.m.