

**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 # \_\_\_\_\_ Email \_\_\_\_\_

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.

We earnestly appreciate your time and commitment to assist TTU and TTUS to maintain compliance with our statutory requirements.

Hotel name and address \_\_\_\_\_

Room numbers for travelers \_\_\_\_\_

(This information collected is to reach out to the proper Law Enforcement Agencies for information as to whether any Clery reportable crimes occurred in those Cities/Hotels stayed in.)

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**

\_\_\_\_\_  
**Organization President's 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 Teresa Davis  
at 742-3631 or [Teresa.y.davis@ttu.edu](mailto:Teresa.y.davis@ttu.edu)**