



Team Travel Summary Form

GROUP TRAVELING: _____

EVENT LOCATION: _____

NUMBER OF STUDENT MEMBERS ATTENDING: _____

TOTAL FUNDS ADVANCED FROM THE BUSINESS OFFICE: _____

DATE & HOUR OF DEPARTURE AND RETURN	LODGING EXPENSES	MILES:	GASOLINE:	MISC:	TOTAL:

TOTAL FUNDS EXPENDED: _____
TOTAL FUNDS RETURNED: _____
TOTAL OF FUNDS ACCOUNTED FOR: _____
DUE TO SPONSOR: _____
DUE FROM SPONSOR: _____
TOTAL FUNDS ADVANCED: _____

SIGNATURE OF GROUP SPONSOR/COACH: _____

By signing this form I attest that ALL THE FUNDS ADVANCED WERE USED FOR THE STUDENTS TRAVEL, transportation, and/or other trip related expenses in the exact amount of the actual and reasonable expenditures that were spent. Separately itemized receipts and/or supporting documentation must be submitted by the sponsor for each of the trip's expenditures. The unused portion of the funds advanced for this trip were returned to this institution upon the trip's completion.

NOTICE:
ALL NON-STUDENT TRAVEL EXPENSES MUST BE REIMBURSED BY A STATE TRAVEL CLAIM.

SIGNATURE ATHLETIC DIRECTOR OR DEPARTMENT CHAIRPERSON:

Signature Date

PLEASE ATTACH ALL RECEIPTS TO THIS SHEET