

**CAMERON UNIVERSITY BUSINESS OFFICE
TEAM TRAVEL REIMBURSEMENT FORM**

NAME _____ CU ID # _____ DATE _____

DEPARTMENT NAME _____ DEPT ORGN # _____ -722120

NUMBER OF STUDENTS _____ PURPOSE OF TRIP _____

DESTINATION _____

DEPARTURE DATE _____ DATE OF RETURN _____

REQUEST REIMBURSEMENT FOR THE FOLLOWING STUDENT EXPENSES:

MEALS \$ _____

LODGING \$ _____

MILEAGE \$ _____

REGISTRATION \$ _____

OTHER MISC \$ _____

TOTAL \$ _____

APPROVED: _____
COACH, DEPT. CHAIRMAN, CLUB SPONSOR PERSON MAKING REQUEST

DEAN OR ATHLETIC DIRECTOR

IMPORTANT

1. A Purchase Order is to be completed prior to the travel.
2. This form is to be used for team travel only. Only student expenses will be reimbursed through team travel.
3. Meals or any other receipts must include the following:
 - a. Name of Vendor
 - b. City and State
 - c. Date
 - d. Signature of person making request
4. A separate travel form must be completed for each trip.
5. All requests must have the proper signatures before submitting them to the Business Office.
6. Attach a copy of the Student Travel Roster required by the Office of the Dean of Student Services.