Travel Reimbursement Form

Travel reimbursement forms are submitted to SGA/COGS to reimburse up to the amount pre-approved on the travel request for expenses incurred.

**Traveler and Organization Information** - List the traveler’s name as shown on the Travel Request form and include the organization name, budget number, amount encumbered and show the number of travelers the reimbursement cost will cover.

**Travel Expenses** - List the amounts to be reimbursed and attach all receipts showing the traveler’s name. The receipts submitted should have a zero balance owed to the company used by the traveler. Student reimbursements should be listed under the student column. The payments made with the SGA Travel Card should be listed under direct charge.

- Registration fees will include the amount per person and the number of fees paid by the traveler.
- Lodging includes the amount per night, number of nights spent at the facility, and number of rooms.
- Air Travel includes the ticket costs and ticket number.
- Avis Rental costs will be listed under direct charge if it is placed on the SGA Travel Card.
- Gas (Avis Car Only) receipts must be submitted for gas reimbursements for AVIS rentals.
- Personal Car usage the traveler will list the roundtrip number of miles based on MapQuest for outside of Florida and FDOT for travel within Florida.
- Meals reimbursements are for those meals during travel that are not included in the conference fee. Attach a copy of the agenda to verify meals served during the conference.
- Other section will include incidentals such as parking, tolls, luggage handling or taxi fare during the travel.

**Travelers Details** - If there are any changes regarding your travel details, please complete this section. This will include departure or return dates and times and address changes.

**Signatures and Dates** - The traveler and two authorized individuals must sign and date the request. Upon completion of review by the staff, individuals are required to date/time stamp the paperwork for submission to SGA or COGS office for processing.