Alamo Colleges
Student Travel Authorization Form
Overnight Trip Only

Advisor Name:	Campus:
Advisor's Banner ID (VIN):	Date:
Dept Name:	Phone:
Dept. Account:	Departure Date:
Destination:	Return Date:

Item 1:	**Purpose for trip, destination, date, etc.**
Description:	

Item 2:	**Total Estimated Expenses**	**$**	**-**

	Prepaid (Paid by AC)		Reimbursable (Pd by Traveler)
Registration (71654)	-	or	-
Airfare (73013 USA, 73002 INTL)	-	or	-
Mileage (73011, 73012)	-		-
Lodging (73015 USA, 73004 INTL)	-	or	-
Car Rental (73014 USA, 73003 INTL)	-	or	-
Other (73017 USA, 73006 INTL)			-
Meals: (73016 USA, 73005 INTL)			
Enter Per Diem →	$ 46.00		
Overnight:			
*Departure Date	50% of Per Diem		23.00
*# of Full Days			-
*Return Date	50% of Per Diem		23.00

To Calculate Per Diem, Enter Number of Students if applicable

Amount of Per Diem for Group	$	-
Payment by 3rd party organization or grant		-
Subtotals	$ -	$ -

Available for Travel Advance:
Student =100%   Enter %   100%

Maximum available for Travel Advance   -

Be as accurate as possible. All requests for reimbursements > 10% of the original request will need an adjusted travel authorization.

*Nonovernight travel receives 25% of per diem. Overnight departure/return days receive 50% of per diem. See website right hand column.

GSA - Domestic Per Diem Rates

Travel Advance: Yes _____   No _____

Cash (up to $300) _____ (Check One)

Check _____

Dir Dep _____ (**)

** For Direct Deposit, complete the A/P Direct Deposit form upon initial request. Direct Deposit will take apx. two weeks from the date submitted to become effective.

For Accounts Payable and Bursar Office Purposes only:

Direct Pay Invoice Number: _____

Credit Memo Number: _____

Advance Amount: _____   Date: _____

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Direct Pay Charge Accounts

Bursar's Notes:

	Campus	Fund/Account
	DIST/CESC	119001-13431
	SAC	111001-13431
	SPC/SWC	112001-13431
	PAC	113001-13431
	NVC	114001-13431
	NEC	115001-13431

Receipient Aknowlegement of Cash Advance:

Signature :		Date
Employee	Printed Name	
Approved:		Date
Budget Manager	Printed Name	
Approved:		Date
In-State travel requires Dean, Director, or Associate Vice Chancellor Signature	Printed Name	
Approved:		Date
Out-of-State travel requires President, Vice Chancellor, or Chancellor Signature	Printed Name	

Revised 10.08.09