

# WSU CREDIT CARD SETTLEMENT FOR STUDENT TRAVEL

Event \_\_\_\_\_  
Location \_\_\_\_\_  
Dates \_\_\_\_\_  
Staff Present \_\_\_\_\_  
Number of Students \_\_\_\_\_  
Attending \_\_\_\_\_  
Cost Center # \_\_\_\_\_

Transportation (mileage, rental car, or airfare)	\$ _____
Lodging (Room and tax only)	\$ _____
Meals (Not to exceed; B \$9, L \$11, D \$16)	\$ _____
Registration and admission fees	\$ _____
Miscellaneous travel expense	\$ _____
Other (explain)	\$ _____
_____	
<b>TOTAL EXPENSES</b>	<b>\$</b> <input type="text"/>

Form Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Advisor approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Note any expenses for this event that are paid directly to travel agencies, bus companies, motels, other Universities, etc. below.

Attach all itemized receipts for this event and deliver to the Business Office. Please send each event in a separate envelope. Photocopies, canceled checks and photocopies of credit card bills do not substitute for original receipts.