

1)	Enter the date this form is being prepared.
2)	List the T# if this is Overnight Travel
3)	Name of the traveler.
4)	CARS ID Number.
5)	If appropriate, fill in the traveler's position title at SSU.
6)	Enter the department, club or organization name.
7)	Enter the 14-digit account number to be charged with the expense of the trip. If more than one account number is listed, please note the amount or percentage of total reimbursement to charge to each account.
8)	Fill in the traveler's address. Frequently we have more than one individual in the data base with the same name. The address will assist us in paying the correct individual if no CARS ID is noted.
9)	List other University members traveling together in the same car.
10)	Enter each day of the trip and the expenses related to that day. Meal reimbursement is "per diem" and does not require receipts. Refer to the instructions for the Authorization for Official Overnight Travel for eligible meals and rates. The higher amount noted in the drop down box is only to be used for meals in high cost U.S. cities or international travel. See Controllers website for current list of high cost U.S. cities. If a conference or meeting has meals included in the registration fee, per diem should not be entered in this section. It has already been paid on behalf of the traveler as part of the conference fee.
11)	Enter the total miles driven if a personal vehicle was used for any part of the trip.
12)	Enter the amount and description of miscellaneous expenses to be reimbursed to traveler. NOTE: All items above \$5.00 require receipt(s) to be eligible for reimbursement.
13)	Enter the reason for the trip.
14)	Enter the amount of any advance received for this trip.
15)	Enter the amount to be paid to the traveler. NOTE: if the advance exceeded actual expenses, this amount MUST be paid at the Bursar's Office and the receipt attached to the Travel Expense Form. The account number to be used for the deposit is the same one appearing on the Authorization for Official Overnight Travel Form.
16)	The traveler prints and signs the form.
17)	The individual with signature authority for the accounts noted on the form, signs the form. For clubs and organizations, this is the advisor.
18)	This line is used if the signature of a vice president or the president is required. This requirement generally does not exist for clubs or organizations.
19)	The form, with required original receipts attached, is forwarded to the Controller's office. Also attach the original of the Authorization for Overnight Travel Form, if the traveler was required to complete one.