Print Form

PALM BEACH STATE COLLEGE

TRAVEL RECAP SHEET FOR STUDENT TRAVEL

Destination	
Purpose of Trip	
Sponsor or Coach Responsible	
No. of Students Traveling	
Amount Spent on Meal(s)	
Amount Spent on Lodging	
Amount Spent on Tolls	
Amount Spent on Gasoline	
Amount Spent on Phone Calls	
Taxi or Limo Charges	
Registration Fees(s)	
Car Rental Charges	
Airline Tickets Expense	
Misc. Expenditure	
Total Expenses	
Date of Departure	
Time of Departure	
Date Return	
Time of Return	

Notes:
Florida sales tax cannot be reimbursed.

Amounts over $5.00 will not be reimbursed without proper receipts.

Partially completed reimbursement forms will not be accepted for processing.

Must be turned in within 5 days of returning

No. of Rooms		Amount Per Room	
Do not include receipt of dollar amount of coaches or sponsor claiming per diem			
Mileage In		Mileage Out	
Number Called		Purpose of Call	
Check#		Amount	
Check#		Amount	
		Total	
Total Expenses			
Amount to Redeposited			**$0.00**
Deposit Receipt#			
Additional Reimbursement			**$0.00**

1. If funds are spent for lodging, attach student lodging verification form.
2. If more than one vehicle is used attach supplement showing vehicles tag number and mileage in and out.
3. All college vehicles must be filled at Physical Plant before departure. All gasoline receipts must be dated, signed by station and must identify station name and address (street & city). Vehicle mileage at the time of fueling and tag number must be indicated on all fuel receipts.
4. Attach requisition for the amount due.
5. If funds are spent for meals attach Internal Account Travel Expense Form DS20.

If Per Diem is to be claimed by Coach or Sponsor, estimated expense must be requested on original leave form. Following completion of travel. A travel, reimbursement request (Form #: BA B15) must be completed and submitted by the traveler.

I hereby certify that the above expenses were actually incurred as necessary travel expenses in the performance of official duties, and that this travel claim is true and correct as to every material matter and conforms in every respect with Florida Statutes, State Board of Education Administration Rules, 6A-14, and District Board of Trustees Rules.

Signature of Coach or Sponsor: _____ Date: _____

Signature of Director: _____ Date: _____