

# Travel Fund Request

## OUTLINE OF EXPENSES



ASSOCIATED STUDENTS  
SAN DIEGO STATE UNIVERSITY

List all expenses, including those that exceed the \$1,200 allocation limit

Student Organization: \_\_\_\_\_

Number of People Traveling: \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Leaving: DATE \_\_\_\_\_ TIME \_\_\_\_\_ Returning: DATE \_\_\_\_\_ TIME \_\_\_\_\_

### TRANSPORTATION

Air Fare: \_\_\_\_\_ X \$ \_\_\_\_\_ / each = \$ \_\_\_\_\_  
# passengers Air Fare

Personal Vehicle: \_\_\_\_\_ X \_\_\_\_\_ X \$ 0.625 / mile = \$ \_\_\_\_\_  
(mileage) # autos Total Round-Trip Mileage

Rental Vehicle: \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Total Amount of Gas Receipts Total Vehicle Rental Charges

Other (explain): \_\_\_\_\_ = \$ \_\_\_\_\_

### LODGING

Hotel: \_\_\_\_\_ X \_\_\_\_\_ X \$ \_\_\_\_\_ / room = \$ \_\_\_\_\_  
# rooms # nights

\*Actual expenses may be allowed with special circumstances.

### REGISTRATION

Registration Fees: \_\_\_\_\_ X \$ \_\_\_\_\_ / each = \$ \_\_\_\_\_  
# people

### MEALS

Up to \$50 per person for meals may be reimbursed for each complete 24-hour period. Meal costs may be claimed if itemized, as follows:

- \$10 Breakfast - if travel begins before 7 a.m. or extends past 9 a.m.
- \$15 Lunch - if travel extends past 2 p.m.
- \$25 Dinner - if travel extends past 6 p.m.
- \$50 Total - per 24-hour period  
 (ex., Day 1 = 7 travelers \*\$10 per diem = \$70 Total Breakfast)

Any meals included in the registration fees should not be claimed on this form. An additional \$5 for incidentals may be claimed for each 24-hour period.

Date	Breakfast	Lunch	Dinner	Incidentals
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total Meals =				\$ _____

**TOTAL ACTUAL TRAVEL EXPENSES = \$ \_\_\_\_\_**