



Sacramento State University
Intercollegiate Athletics
TRAVEL RECONCILLIATION - TEAM



Name: _____ Travel Dates: _____

Sport: _____ Destination: _____

Completed Trip Packet Attached (includes)

- | | |
|---|---|
| <input type="checkbox"/> Advance Check | <input type="checkbox"/> Meal Verification Form |
| <input type="checkbox"/> Credit Card Authorization | <input type="checkbox"/> Emergency Phone Number |
| <input type="checkbox"/> Super Shuttle Confirmation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

	Amount Requested	Amount Approved		Total Spent
Meals:	_____	_____		_____
Lodging:	_____	_____		_____
Ground	_____	_____		_____
Transportation:	_____	_____		_____
Gasoline:	_____	_____		_____
Airline:	_____	_____		_____
Entry Fee:	_____	_____		_____
Miscellaneous:	_____	_____		_____
	_____	_____		_____
	_____	_____		_____
	_____	_____		_____
Total :				

Per the California State University, Sacramento, travel policy a travel advance is due and payable 30 days after a trip is completed. If you do not submit a travel claim to cover the advance or do not use the entire advance requested, you are still responsible for the entire advance amount, and must repay the advance in full.

Advance Approved by: _____

Advanced Recd by: _____

Date Advanced Recd _____

Total Spent: _____

Amount Returned: _____

Remainder Recd by: _____

Date Remainder Recd _____