

Sam Houston State University

A Member of The Texas State University System

Accountability Form

Travel Advances with Student Events

Student Name: _____ SamID: _____

Student Received: _____ Dollars Received Date: _____

University Sponsored Trip to: _____

University Staff/Faculty Representative: _____

Student receiving cash for meals must keep a record of daily total dollar amount spent each day.
If travel exceeds 12 days, please attach a continuation sheet for the additional days.

Meals Only

Day 1: _____ Day 7: _____

Day 2: _____ Day 8: _____

Day 3: _____ Day 9: _____

Day 4: _____ Day 10: _____

Day 5: _____ Day 11: _____

Day 6: _____ Day 12: _____

If the total daily meals itemized are less than the cash received, the student must return any unused cash to the university faculty/staff representative at the conclusion of the travel for accurate reporting of funds.

Returned Amount: _____ Date: _____ SHSU sponsor initial _____

I certify the above daily totals are correct and expenses were allocated for meals only.

Student Signature: _____ Date: _____

** This form must be attached to the travel voucher of university faculty/staff sponsor responsible for travel advance.