

Travel, Honorarium, & Consulting Expense Form

Association for Student Judicial Affairs

P.O. Box 2237; College Station, Texas 77841-2237; (979) 845-5262

Date: _____

Name: _____ Social Security #: _____

Home/Business Address: _____

Purpose of Reimbursement: _____

Expenses to be reimbursed – ****Please remember to attach all receipts****

Travel

Airline \$ _____
Automobile: Miles @\$.485 per mile \$ _____
Local Transportation (taxi, shuttle, etc.) \$ _____
Parking \$ _____
Toll Charges \$ _____

Total Travel \$ _____

Room & Board

Hotel: _____ nights @ \$ _____ per night \$ _____
Meals: _____ Breakfast(s) @ \$5.00 each
_____ Lunch(es) @ \$8.00 each
_____ Dinner(s) @ \$19.00 each
Total Meals \$ _____

Total Room & Board \$ _____

Honorarium or Consulting Fee (Please circle one)

If under \$600 honorarium/consulting fee, do you need a 1099 for income tax purposes? Yes No \$ _____

Miscellaneous Expenses (Please specify each)

_____ \$ _____
_____ \$ _____

Total Misc. Exp. \$ _____

Total Expenses \$ _____

Less advance (if required) \$ _____

Total Due Traveler \$ _____

AUTHORIZED BY: _____
Board Authorization: _____

ASJA Position: _____
Position: _____

(RETURN THIS FORM WITH ALL RECEIPTS TO ASJA TREASURER)

Jeff Stefancic
ASJA Central Office
P.O. Box 2237
College Station, TX 77841-2237

OFFICE USE ONLY:

Date Paid _____
Check # _____
Amount _____
Budget Charged _____
Treasurer's Initials _____