

Travel, Honorarium, & Consulting Expense Form

Association for Student Conduct Administration

P.O. Box 2237; College Station, Texas 77841-2237; (979) 845-5262 Fax: (979) 458-1714

Date: _____

Name: _____ Social Security #: _____

Home/Business Address: _____

Purpose of Reimbursement: _____

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

Travel

Airline \$ _____
Automobile: Miles @\$.55 per mile \$ _____
Local Transportation (taxi, shuttle, etc.) \$ _____
Parking \$ _____
Toll Charges \$ _____

Total Travel \$ _____

Room & Board

Hotel: _____ nights @ \$ _____ per night \$ _____

Meals: _____ Breakfast

_____ Lunch

_____ Dinner

Per diem depends on location. Receipts must be attached.

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: _____

ASJA Position: _____

Board Authorization: _____

Position: _____

(RETURN THIS FORM WITH ALL RECEIPTS TO ASCA TREASURER)

Jane Tuttle
ASCA Central Office
P.O. Box 2237
College Station, TX 77841-2237

OFFICE USE ONLY:

Date Paid _____

Check # _____

Amount _____

Budget Charged _____

Treasurer's Initials _____