

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 for each day. If travel exceeds 12 days, please attach a continuation sheet for 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: _____

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 sponsor responsible for travel advance.