

POST TRAVEL REPORT

GEORGIA COLLEGE & STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION
OFFICE OF THE TREASURER | SGA.TREASURER@GCSU.EDU

This form must be completed in full, and submitted to the SGA Treasurer a maximum of 15 calendar days following the return from travel with itemized receipts attached. Receipts must be itemized and include the name of establishment, phone number and date.

Please Print or Type, All Information is Required.

PERSONAL INFORMATION

Name: _____ Social Security Number: _____ - -

Email: _____

Address: _____ Major: _____

_____ Dates of Travel: _____

Name of Conference/Travel: _____

Destination: _____ Travel Type: Presentation
 Non-Presentation

Name of Presentation (If Applicable): _____

BUDGET INFORMATION

I. Transportation Costs

a. Airfare \$ _____
b. Gasoline Expenditures \$ _____
c. Ground Transportation \$ _____
d. Parking \$ _____

II. Lodging

a. $\frac{[\text{Per diem cost}] \times [\text{Number of nights}]}{[\text{Number of guests in room}]}$ \$ _____

III. Conference Fees: \$ _____

IV. Total Travel Costs Incurred (Add I, II and III) \$ _____

V. Total Reimbursement Expected from SGA \$ _____

CHECK RECIPIENT

Name: _____ Social Security Number: _____ - -

Address: _____

Office Use Only

Date Received: _____ Hearing Date: _____ Amount Approved: _____

Reimbursement Requested: _____ Verified: _____

Applicant Name: _____
Email Address: _____

Hearing Date: _____ - _____ - _____
Receipts Due : _____ - _____ - _____

Total Awarded: _____
Total Reimbursed: _____

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COMPLINANCE CHECKLIST

For Presentation Recipients

- Receipts are attached and are itemized and list the name and phone number of establishment.
- I agree to participate in the SGA Research Presentation Series and will coordinate with the treasurer to ensure my adequate participation.
- I have attached proof of submitting the paper or project for consideration to *The Corinthian: The Journal of Student Research at Georgia College* and to the Georgia College Student Research Conference.
- I have included a 150 word handwritten thank you note addressed to the University Foundation.
- I have attached a hard copy of a 500-word essay summarizing my trip.
- I have emailed a digital copy of the 500-word essay summarizing my trip to sga.treasurer@gcsu.edu in MLA format in a Microsoft Word 2003 compatible format.

For Non-Presentation Recipients

- Receipts are attached and are itemized and list the name and phone number of establishment.
- I agree to participate in the SGA Research Presentation Series and will coordinate with the treasurer to ensure my adequate participation.
- I have attached a hard copy of a 1,000-word essay summarizing my trip.
- I have emailed a digital copy of the 1,000-word essay summarizing my trip to sga.treasurer@gcsu.edu in MLA format in a Microsoft Word 2003 compatible format.

ACKNOWLEDGEMENT

I do hereby state and attest that the information contained herein is correct and accurate to my knowledge, and I have attached original itemized receipts for documentation.

Signature: _____

Date: _____

Printed Name: _____

PROCESS TO OBTAIN REIMBURSEMNT

After applicant has been awarded funds and returns from travel, receipts should be turned into Treasurer's Mailbox outside of the Student Government Association Executive Office, located on the first floor of the Student Activities Center, in Room 105- Oak Room. (Please place these items in an envelope.)

PLEASE NOTE:

1. After Treasurer completes paperwork, there is a 2-week process of paperwork approval.
2. The applicant should expect a check in the mail in 2-4 weeks depending upon the number of requests being processed.
3. Applicant should retain a copy of this document in full.
4. Incomplete applications will be rejected.