

SGA Travel Pre-Approval

The university will reimburse reasonable costs that an employee incurs for business travel which are consistent with the business needs, subject to pre-approval. All travel should be booked with at least 14 days advance notice and at the lowest cost available (refer to the [Expenditure and Disbursement Policy](#) for further information).

| | |
|-----------------------|--|
| Student Name | |
| Budget Director | |
| Department | |
| Event Name & Location | |
| Dates of Travel | |
| Purpose | |

| Expense Description | Estimated Expense | Quantity | Subtotal |
|-------------------------|-------------------|----------|----------|
| Registration Fee | | | |
| Airfare | | | |
| Hotel | | | |
| Meal Per Diem | | | |
| Car Rental | | | |
| Mileage | | | |
| Other: | | | |
| Grand Total for Travel: | | | |

- ✓ Most lodging accommodations should not exceed \$200
- ✓ A meal per diem is awarded per meal (\$10 breakfast, \$15 lunch, and \$25 dinner).
- ✓ Alcohol purchases will not be paid for by the university.
- ✓ Under special circumstances, approved in advance by the President and with an itemized receipt, meals and alcohol will be reimbursed beyond the \$50 per diem for purposes of appropriate business related expenses such as donor, constituent, or other stakeholder meetings.
- ✓ Air travel should be booked directly through the airline. Alaska Air is the preferred airline and tickets should be booked through EasyBiz.
- ✓ Mileage is reimbursed at the IRS rate when using a personal vehicle
- ✓ Mid-size rental cars are approved when necessary. Gas for rental cars is reimbursed per receipt.
- ✓ Within 10 days of completed travel, fill out a Travel & Expense Reimbursement form and submit it to Finance.

Student Signature

Date

Class/Club Treasurer Signature

Date

SGA Signature

Date