

### FSU GROUP TRAVEL ROSTER

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Tauth # \_\_\_\_\_ Exp Report # \_\_\_\_\_

Submitted by: \_\_\_\_\_

	Name of Travelers (Last, First, MI)	S/E*	Traveler's ID Number (Last 4 SSN)	Lodging (Amount)	Meals (Amount)	Transport (Amount)	Incidental Expenses		<i>"I certify these monies were spent on my behalf and I was a traveler in this group." Signature of traveler</i>
							Amount	Description	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Additional Comments:  
(Explain lodging, transportation and incidental expenses)

Total

TRAVEL ADVANCE REQUESTED

Amount \$ \_\_\_\_\_

Explain how advance was calculated \_\_\_\_\_

\*S = Student/ E = Employee