



## FSU GROUP TRAVEL ROSTER

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

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

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

Additional Comments:

Total

(Explain lodging, transportation and incidental expenses)

TRAVEL ADVANCE REQUESTED

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

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

\*S = Student/ E = Employee