

Mississippi Valley State University

**For P & T Cards
Use ONLY**

Business Hotels, Meals and Vehicles Rental Documentation Form

For internal use only, retain with the monthly P and/or T-Card Statement

Cardholder Name:		Department		Banner Org.		Date:	
Start Date:		End Date:		Total Cost:			

One form for Each Monthly Trip

Hotel Name				Meals				Rentals			
Trip-1											
Dates											
T. Cost		# of Rooms		T. Cost				T. Cost			
Trip-2				# of Meals				# of Days			
Dates											
T. Cost		# of Rooms		T. Cost				T. Cost			
Trip-3				# of Meals				# of Days			
Dates											
T. Cost		# of Rooms		T. Cost				T. Cost			
Trip-4				# of Meals				# of Days			
Dates											
T. Cost		# of Rooms		T. Cost				T. Cost			
Trip-5				# of Meals				# of Days			
Dates											
T. Cost		# of Rooms		T. Cost				T. Cost			

Please complete this form for meals for Teams or Team Prospect and Training for Consulting Training Employees

This form is to be used if you have a valid University Business Travel Expense and the P- and T-Card is used. Use of this form requires that if you have documented the Pre-requisite information supporting the University Travel Policies. All business travels and or other expenses must comply with the University's Policy on Travel for a complete description; consult the University's Travel Manual.

Please keep this form with the Itemized Receipts

Number of People in attendance		
If more than Ten, List names of those attending on an additional sheet		
Business Purpose: of Stay or Travel, (be specific, including what type of group was involve		
Place and Purpose of Meals: If the meals involved University employees, please describe why it was necessary to conduct business over a meal		
Business Purpose for: Vehicle Rental, give place and purpose		

Signature of Cardholder

Signature of Department Head

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