

# MISSISSIPPI VALLEY STATE UNIVERSITY STUDENT GROUP TRAVEL CLEARANCE FORM

**I. Purpose of Travel**

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**II. Statement of Daily Itemized Cost of Meals**

Date	(1) Restaurant or Place Where Expenses Occurred	(2) Actual Breakfast	(3) Actual Lunch	(4) Actual Dinner	(5) Actual Total Meals	(6) Total Allowed Meals	(7) Misc. Amount
Totals (2, 3, 4, & 5) Enter on Travel Voucher on Meals and Lodging Section							

Advanced: Redeposit: #VALUE! TOTAL EXPENSES:

Note: (1) Receipts for amounts paid for meals and other expenses must accompany this voucher. (2) All activity pertaining to a certain date should be shown on the time or lines associated with that date completely across the form. (3) A continuation sheet may be used if necessary

III. Names of the Group

	Printed/Typed Names	MVSU ID#/Last 4 Digits of SS#	Original Signatures
1			
2			
3			
4			
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26			
27			

Note: A Continuation Sheet May Be Used If Necessary.

IV. Group Travel Certification

I certify that the above amounts claimed by the group for travel expenses for the period indicated is true and just in all aspects.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_