

Student Travel Advance Agreement

A Student Travel & Vehicle Request with proper signatures must precede this agreement.

I understand that in being allowed to receive this travel advance, I am fully responsible for repayment. I agree to file my travel expenses promptly upon trip completion.

I understand that if my final travel expenses are not submitted to the Travel Office (Deputy 202) upon my return, I could be subject to the following:

Charges placed on my student account

A hold placed on my student account

Referral to collections

Advance cannot be used for: hotels, airfare, registration. Students should contact the Travel Office for those items.

Advance will be issued as a BSU paper check. Student will be emailed when ready to be picked up.

Allow 2-3 business days for check to be processed.

Payable to: _____ Amount: _____

Employee/Student ID: _____ Dates of Travel: _____

Name of Activity/Event: _____

Activity/Event Location: _____

Date Needed: _____

Items advance used for (meals, taxis, parking):

Requesters Signature: _____ Today's Date: _____

By signing this form I acknowledge that I have read, understand and agree to the above

Approved By (Business Services): _____