



SGA Travel Expense Report

For reimbursement of travel expenses from an SGA account

Instructions 

Documentation 

SGA Acct / Budget Director Use Only
 Approved Amount \$ _____
 Report # _____
 Signature _____ Date _____

Name: _____ Student ID#: _____
 Phone: _____ Email: _____
 Home Address: _____
 Mail to: _____

SGA Account Number: _____
 Sga Org. Name: _____
 Org. Treasurer Name: _____

Where did you go: _____
 (Enter city, state, province, country or general vicinity for rural areas or remote travel)

Travel Dates: From ___/___/___ to ___/___/___
mo, day, yr mo, day, yr

Why did you travel? Provide the name of the event you attended or explain your SGA business activity:

Names of other UWSP students/employees you traveled with:

Check the box if anyone paid the expense on your behalf: Airfare Registration Car rental Hotel
 Check one: "I drove" My car Rental car UWSP Fleet car Passenger _____
Provide driver name

List each expense in chronological order. Number each receipt and enter the number below.
Tape small receipts in receipt number order to a piece of paper.
Provide additional expense explanation directly on the receipt.

| Report # | Date | Description of what you purchased or paid for: | Expense Amount (\$) | Miles Driven |
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CLAIMANT'S STATEMENT. 16.53 WI Statutes. I declare (under penalties of perjury) this account of travel expenses is accurate and conforms with all applicable University and State regulations. The expenses are actual, reasonable and were personally incurred in performance of my official duties. No portion of this claim was provided free of charge, covered by a registration fee, previously reimbursed from any other source, or will be paid from any other source in the future.

➔ Claimant Signature: _____ Date: _____

I certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy and the mission of the department/organization.

➔ SGA Org Treasurer Signature: _____ Date: _____

I certify that I have audited this document for compliance with provisions of the UW System Travel Regulations.

➔ Travel Office Approval _____ Date: _____