

B. Travel/Conference Participation

Description	Vendor/Payee	<u>Itemized Costs</u>	<u>Group Costs</u>
Registration:	_____	Per Student _____ x # of Students	_____
Travel:	_____	Per Student _____ x # of Students	_____
Housing:	_____	Per Room _____ x # of rooms	_____
		_____ x # of days	_____
*Meals:	_____	Per Breakfast _____ x # of meals	_____
	-----	Per Lunch _____ x # of meals	_____
	_____	Per Dinner _____ x # of meals	_____
Other:	_____		_____
Other:	_____		_____
TOTAL EXPECTED COSTS			\$, _____

*The cost of meals shall be determined by using the Internal Revenue Service per diem figures for individual US cities.

C. Conference Delegates

Expenditures of student fees for student travel or conference participation require a list of the delegates with student ID numbers. Print or type the names of all student delegates and their ID numbers using the space provided.

Name	Student ID #

Name	Student ID Number

NOTE: If additional space is necessary to detail the requested information, please use the back of this form.

Updated: July 2004
July 2014