

Controller's Office Florida Agricultural & Mechanical University

Travel Department 201 Foote-Hilyer Administration Building Tallahassee, FL 32307 Ph: (850) 561-2978 Fax: (850) 561-2461

FAMU GROUP TRAVEL ROSTER

Tauth# Exp Report#						-	Submitted	Page	_ of	
Name of Travelers (Last, First, MI)		S/E*	Traveler's ID Number	Lodging (Amount)	Meals (Amount)	Transport (Amount)	Incidental Expenses		"I certify these monies were spent on my behalf and I was a traveler in this group."	
							Amount	Description	Signature of traveler	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
Additional Comments: (Explain lodging, transportation, and incidenta			Total							
(Explain loaging,	transportation, and	molac								
-										
!										
TRAVEL ADV	VANCE REQUESTE	-D	Amount \$			Explain how	v advance v	vas calculated		
			, αποαπέ ψ					-as calculated		
*S = Student	E = Employee									