# Southern University

## Office of the Comptroller

## Travel Management Section

## TRAVEL REQUEST CALCULATION FORM
## FOR TRAVEL ADVANCES

Traveler's Name _____

Department/Program _____

CC/Account No. _____

Travel Dates _____

Travel Destination _____

Number in Travel Party _____

Amount of Advance $_____
(See calculation details below)

Lodging Expenses:
    Room Rent (Including Tax)    $_____
    Number of Rooms Required    _____
    Number of Lodging Days    _____

    Total Lodging Expenses    $_____

Meal Expenses:
    No. in Party _____ x Breakfast Rate _____ x Days _____ = $_____
    No. in Party _____ x Lunch Rate _____ x Days _____ = $_____
    No. in Party _____ x Dinner Rate _____ x Days _____ = $_____

    Total Meal Expenses    $_____

Miscellaneous Expenses: (List details below)
    Purpose_____    Amount $_____
    Purpose_____    Amount $_____
    Purpose_____    Amount $_____

_____
*Signature of Traveler or University Personnel*

_____
*Reviewed by Travel Section*