

**Big Bend Community College**  
**Advance Student Travel Funds**

Request  Date

<b>Advance Issued To:</b>	<b>Check Amount</b>	
	<b>Date Needed</b>	
	<b>Purpose Of Trip</b>	
	<b>Trip Dates</b>	

<b>Travel Funds</b>	<b>Food</b>	<b>Lodging</b>	<b>Registration Fees</b>	<b>Transport</b>	<b>Other Misc.</b>	<b>Total</b>
<b>Estimated Travel Expenses</b>						
<b>Advance Requested</b>			NA		NA	
<b>Actual Amount Spent</b> (Complete Upon Return)						

1. Receipts for all expenses must be attached to this form.
2. If "Actual Amount Spent" totals less than "Amount Advanced", the "Balance" must be returned to the college upon your return.
3. Allowable expenses include private mileage, meals, lodging, registration fees, parking, etc.

<b>Balance</b>	
<input type="checkbox"/> <b>Return To BBCC</b>	
<b>Receipt</b>	

**Students Attending Trip:**

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

**Advance Requested by:** \_\_\_\_\_ **Vice President:** \_\_\_\_\_

**Advanced Approved by:** \_\_\_\_\_ **President:** \_\_\_\_\_

<b>Disbursement Codes</b>	<b>Amount</b>	<b>Check Number</b>	<input type="text"/>
<b>Total</b>		_____ Approved by _____ Date _____	