



**Program Card**  
**TRAVEL EXPENSE FORM**  
 SOU Department of Athletics

Last 4 Digits PCard #

Head Coach Name \_\_\_\_\_ SOU ID # \_\_\_\_\_

Sport \_\_\_\_\_ Purpose of Trip \_\_\_\_\_

\* If Recruiting by someone other than head coach - See Below

Was a Cash Advance or Reimbursement requested for part of this travel ?      Yes      No

TRIP INTINERARY	
Destination	
Estimated Departure	
Date	Time
	am pm
Estimated Returning	
Date	Time
	am pm

**\* I Certify the expenses incurred were for University business and are not being claimed from any other source.**

\_\_\_\_\_  
 Signature of recruiter if other than head coach

### TEAM TRAVEL

**Please attach a completed PCard Hosting Meals and Lodging Form**

**RECEIPTS**

Lost receipts require a Lost Receipt Affidavit Form

LODGING	HOSTED MEALS	AIRFARE CAR / BUS	FUEL	ENTRY FEES	MISC...

**NOTES**

I Certify that the list of names provided (staff & students) are whom the expenses are incurred for and are not being claimed from any other source

For Travel Use Only

\_\_\_\_\_  
 Head Coach Signature

**ACCOUNTING DATA**

_____	Index Code	\$	_____
Authority Signature			
_____	Index Code	\$	_____
Authority Signature			
_____	Index Code	\$	_____
Authority Signature			

**CREDIT**

	28995
Index Code	Account Code

**DEBIT**

PCard Stmt Date _____	
_____	_____
Index Code	Acct Code
PCard Stmt Date _____	
_____	_____
Index Code	Acct Code