



Grambling State University

Division of Finance and Administration



PAYMENT OF TRAVEL EXPENSES

	TYPE OF TRAVELER	<i>Individual Traveler W/O Travel Card</i>	<i>Individual Traveler With Travel Card</i>	<i>Group Travelers W/O Group Travel Card</i>	<i>Group Travelers With Group Travel Card</i>
EXPENSES	<i>Vehicle Rental In-State</i>	<i>Complete Enterprise Booking Form</i>	<i>Complete Enterprise Booking Form</i>	<i>Complete Enterprise Booking Form</i>	<i>Complete Enterprise Booking Form</i>
	<i>Vehicle Rental Out-of-State</i>	<i>Personal Funds Request Reimbursement</i>	<i>Paid with Travel Card</i>	<i>Request Advance</i>	<i>Paid with Travel Card</i>
	<i>Gas In-State Rental</i>	<i>Gas Card (pick up from Property & Receiving)</i>	<i>Gas Card (pick up from Property & Receiving)</i>	<i>Gas Card (pick up from Property & Receiving)</i>	<i>Gas Card (pick up from Property & Receiving)</i>
	<i>Gas Out-of-State Rental</i>	<i>Personal Funds-Request Reimbursement</i>	<i>Paid with Travel Card</i>	<i>Request Advance</i>	<i>Paid with Travel Card</i>
	<i>Lodging</i>	<i>Paid with University Corp Card</i>	<i>Paid with Travel Card</i>	<i>Paid with University Corp Card</i>	<i>Paid with Travel Card</i>
	<i>Meals</i>	<i>Personal Funds Request Meal Per Diem Reimbursement</i>	<i>Personal Funds Request Meal Per Diem Reimbursement</i>	<i>Request Advance</i>	<i>Paid with Travel Card</i>
	<i>Airfare</i>	<i>Paid with University Corp Card</i>	<i>Paid with University Corp Card</i>	<i>Paid with University Corp Card</i>	<i>Paid with University Corp Card</i>
	<i>Laundry</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>Paid with Travel Card</i>
	<i>Other Allowable (parking, tips, baggage)</i>	<i>Personal Funds Request Reimbursement</i>	<i>Parking & Internet @ Hotel paid w/Travel Card. Other Expenses Request Reimbursement</i>	<i>Request Advance</i>	<i>Paid with Travel Card</i>
	<i>Registration</i>	<i>Paid with University Corp Card</i>	<i>Paid with Travel Card</i>	<i>Paid with University Corp Card</i>	<i>Paid with Travel Card</i>