FINE ARTS FUNDING BOARD
EAST CAROLINA UNIVERSITY
Student Travel Procedure Agreement

One form must be completed by every traveler *STR#*_____

1. All travel requests must be submitted to the Student Organization Fund Office ***at least FOUR weeks*** prior to the departure date. This includes requests for all checks and purchase orders for airfare, hotel lodging, registration fees, vehicle rentals, mileage, etc.

All requests must be pre-approved, prior to the travel.

2. ***Within 2 weeks*** of your return, schedule an appointment (328-4796) to submit all ***original*** documentation and related travel documents to the Student Organization Fund Office, located in 109 Mendenhall.

ALL RECEIPTS MUST SHOW "PAID IN FULL" AND HAVE A "ZERO" BALANCE INCLUDING:

- ❑ Hotel lodging receipt
- ❑ Airfare boarding passes and Flight itinerary
- ❑ Rental vehicle receipt
- ❑ Airport parking receipt (including name, location, date, and time)
- ❑ Taxi fare (including company name, address, phone number and signature of driver)
- ❑ Registration receipts (including name of conference, location and date)

For ***reimbursement*** purposes, receipts must show the method of payment and attach documentation for verification of such expenses.

3. The ECU FAFB funds only authorized payment of room cost and related taxes. No personal telephone calls, movies, meals, room service, or any other charges are to be paid by student funds. Payment of personal charges must be paid to the lodging facility prior to your departure, as ECU is not responsible.

   The ECU FAFB is not responsible for any additional insurance coverage on rental vehicles. If travelers wish to purchase such expenses, they will do so at their own cost.

Failure to comply by the above procedures may result in the following:

1. **Tag Student Record**
2. **Freeze FAFB Account**

Removal of these tags will occur after appropriate travel documents are completed and travelers have abided by the above listed procedures.

_____

Student Signature Date

_____

Printed Student Name

_____

Organization Name Position *(if applicable)*