

GROUP/TEAM CASH RECEIPT

By signing below, I acknowledge receiving the total amount specified on this form. If I am asked to sign for an amount different from the amount received, I am required to contact the Department of Internal Audit at Tennessee State University.

GROUP/TEAM MEMBER				AMOUNT		PURPOSE		
T#	PRINTED NAME	SIGNATURE	DATE	REQUESTED	RECEIVED	PER DIEM	SINGLE MEAL	OTHER (Explain)
(1)								
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								
(8)								
(9)								
(10)								
(11)								
(12)								
			TOTAL					

TRAVEL COORDINATOR'S SIGNATURE:

DATES OF TRAVEL:

DESTINATION:

TR #:

PAGES:

JUSTIFICATION FOR DISBURSEMENT OF CASH TO GROUP/TEAM MEMBERS (versus to a vendor and obtaining vendor receipts):

_____ OF _____

RS (versus to a vendor and obtaining vendor receipts):

This form is only needed for group travel when cash is dispensed to members of the travel party.

This original form must be submitted by the Travel Coordinator with the Travel Requisition. The Travel Coordinator must complete all information shaded in gray.

A copy of the original form must be presented to each group/team member to complete the areas shaded in yellow.

The Travel Coordinator must sign the area shaded in blue (after the other shaded areas have been completed) and attach the form to the Travel Claim.