



**MISSOURI STATE UNIVERSITY**  
UNIVERSITY-SANCTIONED GROUP TRAVEL/MEAL MONEY

**TO BE COMPLETED BY FULL-TIME FACULTY/STAFF ONLY:**

I, \_\_\_\_\_, attest that, in accordance with travel regulations,  
\$ \_\_\_\_\_ has been distributed to each of the following individuals:

(PLEASE PRINT)

1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

At a rate of \$ \_\_\_\_\_ per day/or \$ \_\_\_\_\_ per meal for the dates of \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

**TO BE COMPLETED BY STUDENTS ONLY:**

1. I, \_\_\_\_\_, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

2. I, \_\_\_\_\_, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

3. I, \_\_\_\_\_, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

4. I, \_\_\_\_\_, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

5. I, \_\_\_\_\_, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

6. I, \_\_\_\_\_, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature Date