Office of the University Controller
Florida State University

Student Business Services
1500A University Center
Tallahassee, FL 32306-2394
Ph:(850)644-9452 F:(850)
644-5142

Procedure: Completing a Travel Expense Refund Form

Overview: The Travel Expense Refund Form (DT 118T) is submitted to the Office of Student Business Services for departmental deposits that are from a travel reimbursement for a service or product. Travel Expense Refund forms are submitted with payment to the Cashier Department in the Office of Student Business Services. Departments will need to complete all information on the form prior to depositing.

I. Completing the Form

A. Complete all fields. Chartfields are optional. For Travel Expense Refunds, the account code is always 151005.
   If you have any questions about EMPL ID, Expense Report ID or Cash Advance ID, contact the Travel Office at 850-645-8785.

B. Fill in the amount next to the method of payment used (cash, check, etc)

C. Enter name & signature of person responsible for deposit and their phone number.

II. Submitting the Form

A. This form can be submitted in the Office of Student Business Services, located in University Center Building A, Room 1500 between the hours of 8:30AM and 3:00PM.

B. This form may also be mailed with payment enclosed (Do **NOT** mail cash) to:

Office of Student Business
Services
A1500 University Center
282 Champions Way
PO Box 3062394
Tallahassee FL 32306-2394

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StudentBusiness@fsu.edu

Travel Expense Refund Form

Depositing Department Name _____ Date _____

Dep't ID _____ Fund _____ Project (required if fund 5xx) _____ Account Number _____

Chartfield 1 _____ Chartfield 2 _____ Chartfield 3 _____

Form of Payment

Cash	
Check	
Money Order	
Cashier's Check	
Total	

Traveler Name _____ Traveler EMPL ID _____

ER Number _____ Cash Advance Number (If Applicable) _____

Name of Person Responsible for Refund _____ Phone Number _____

Signature of Person Responsible for Refund _____ Date _____

For Student Business Use Only:

Cashier Name _____ Date: _____

☐ Verified Project/Fund. If Fund Code is 5XX , Project Code Entered

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