

### List of Travelers

Trip Request Number \_\_\_\_\_

E/C/S	Vendor Number	Print Name	Signature	Per Diem \$
_____	_____	_____ 1 _____	_____	*
_____	_____	_____ 2 _____	_____	*
_____	_____	_____ 3 _____	_____	*
_____	_____	_____ 4 _____	_____	*
_____	_____	_____ 5 _____	_____	*
_____	_____	_____ 6 _____	_____	*
_____	_____	_____ 7 _____	_____	*
_____	_____	_____ 8 _____	_____	*
_____	_____	_____ 9 _____	_____	*
_____	_____	_____ 10 _____	_____	*
_____	_____	_____ 11 _____	_____	*
_____	_____	_____ 12 _____	_____	*
_____	_____	_____ 13 _____	_____	*
_____	_____	_____ 14 _____	_____	*
_____	_____	_____ 15 _____	_____	*
_____	_____	_____ 16 _____	_____	*
_____	_____	_____ 17 _____	_____	*
_____	_____	_____ 18 _____	_____	*
_____	_____	_____ 19 _____	_____	*
_____	_____	_____ 20 _____	_____	*

**For Employee Travel:**  
By signing this I acknowledge that I have read and will adhere to the Travel Policy (DEE Regulation & FMG Regulation)

**For Student Travel:**  
Please note, **Per Diem column on this sheet is for travel with students only.** Please assure that all students and chaperones actually going on the trip sign next to their name upon receiving their per diem. This sheet must be returned completed, to finance, after the trip takes place.

\*For those **signing for Per Diem:** "I certify that the amount shown is to pay my meals during this trip."

**E = Employee C = Chaperone S = Student**