

TEACHERS COLLEGE  
COLUMBIA UNIVERSITY  
DEPARTMENT OF HUMAN DEVELOPMENT

**Student Travel Documentation Form**

Name: \_\_\_\_\_ TC Uni: \_\_\_\_\_ Program and Department: \_\_\_\_\_

TC E-Mail Address: \_\_\_\_\_

Mailing/Home Address: \_\_\_\_\_

Record of Expenses for Trip Taken On: Date from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Purpose of Trip: \_\_\_\_\_

HUD Sponsoring Faculty Member: \_\_\_\_\_

Expenses (please list what receipts you're including and the amounts):

\_\_\_\_\_  
\_\_\_\_\_

TOTAL REQUESTED PAYMENT \$ \_\_\_\_\_ (reminder: you can only request up to **\$400 MAXIMUM**)

**Certification:** I certify that the amounts given herein are correct and just; that the detailed items charged are taken from records kept by me; that the amounts charged for subsistence were actually paid; that the expenses were occasioned by official research related travel; and that I have not been furnished with transportation or money in lieu thereof, for any part of the journey charged. I acknowledge the details for the HUD Student Travel Grant found here, <https://www.tc.columbia.edu/human-development/resources/>, and will comply by TC Accounts Payable policies for these reimbursements, including uploading and submitting my own travel receipts via the appropriate expense systems (ChromeRiver). I will not use the funding index provided by the Department for anything other than these ChromeRiver/Travel Reimbursement Expenses. I acknowledge that the HUD Student Travel grant amount provides up to 400.00 reimbursement total (provided to a student once an academic year only), and should I have receipts below that amount, I will only be refunded for those expenses noted.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE