

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo

Agricultural Education and Communication
Department

College of Agriculture, Food
and Environmental Sciences

***Request for Fuel Reimbursement for
Attending A Student Teacher Seminar***

(Note: These funds are to support travel to student teacher seminars only. Before returning to San Luis Obispo, a student teacher should first fill up their vehicle (i.e. begin with a full tank of gas). Save receipts for gas purchased on the road, then again upon returning home- fill up again and save receipt. Record miles traveled. Submit this form and the gas receipts to the Agricultural Education and Communication Department.

Date Requested: _____

Vehicle license plate number: _____

Total Miles traveled: _____

Total Amount of Reimbursement: _____

Signature of University Supervisor or the Student Teacher Coordinator Granting
Approval of Request:

Provide the following information for reimbursement:

Name: _____

Student ID Number: _____

Telephone Number: _____

Mailing Address: _____

Submit this completed form along with your gas receipts to Donetta Rosson in 10-244.