

The University of Alabama

Interim Session Expense Form for Travel Within the United States

INSTRUCTIONS: Instructors, in consultation with their departments, should enter course and estimated expense information in the fields below. Once complete, the necessary signatures should be obtained and forwarded to the **Office of Student Account Services** (studentaccounts@ua.edu, Box 870120) for review by the following deadlines:

- Summer Interim: February 10th
- Winter Interim: September 10th

Once approved by Student Account Services, instructors and their respective departments should distribute this form to students intending to enroll in this course for informational and planning purposes.

Select Interim: ___ Winter ___ Summer Year: _____ Instructor: _____

Course Number: _____ Section: _____ Course Title: _____

Credit Hours: _____ Course Location: _____ Departure Date: _____

Department: _____ Department Address: _____ Box #: _____

Enter the estimated costs per person below:

Airfare: From: To:

Land Transportation: From: To:

Meals:

Lodging:

Other*:

Total Travel Fee:

*If Other, specify: _____

The total travel fee above will be charged in addition to the regular tuition and fees, which can be located at <https://studentaccounts.ua.edu/cost/>. Students should review the rates pertaining to their classification (resident/non-resident, graduate/undergraduate, etc.)

Financial Aid Students Note: Students wishing to use federal financial aid for this program must meet with a Financial Aid Advisor to discuss available options and to assure that funds are available to be applied by the payment confirmation deadline. Enrollment must be at least half time to receive federal funding. The student is responsible for the costs incurred even if no aid is awarded.

_____ Instructor	_____ Date
_____ Department Chair	_____ Date
_____ Dean	_____ Date
_____ Student Account Services	_____ Date