

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Travel Policy FO-TR-35
Taxi

The term "taxi" includes those expenses incurred for ground transportation when traveling by city bus, limousine, and airport shuttle.

This is a reimbursable item when a claimant travels to or from an airport, business meeting, hotel, or meal while on official travel status. Obtain a receipt for this item and note where travel took place (to and from) and note the cost of each trip. This information is required to be itemized on the back of the Travel Voucher form showing the date of each expense, where the travel took place (to and from), and the cost of each trip.

Taxi, City Bus, Limousine Receipt -- Attach receipts to the Travel Voucher when available, if receipt is unavailable an expense itemization that shows the date and the fare charged for each trip is necessary for supporting documentation.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07
Next review: 11-01-08