

Sam Houston State University

Travel Expense Report

Traveler Name _____ Sam ID: _____ Requisition: _____

Mailing Address _____ Partial Complete

City _____ State _____ Zip _____ Requisition Amount: _____

Email _____ Travel Card Amount: _____

Department: _____

Traveler Type: Student Employee Prospective Employee Guest

FOP(s)	Fund	Organization	Account	Program	Amount	Travel Location
						Instate Outstate
						Foreign Study Abroad
						Travel location determines account code.

Depart Date: _____ Time: _____ Departure Address: _____

Return Date: _____ Time: _____ Travel Destination: _____

Carpooled with: _____

Date	Daily Itinerary (Means of Transportation/Location/Duties Performed)	Pt to Pt Miles

Registration Fee: _____ Conference/Event: _____

Mileage: _____ Miles @ .54 = _____ Parking: _____ Tolls: _____ Shuttle/Taxi: _____

Airfare: _____ Baggage Fee: _____ Rental Car: _____ Fuel: _____ Student(s): _____

Date	Meal	Lodging	Hotel Taxes	Other/Misc	Notes
Totals:					

Total Travel Expenses: _____ **Total Due to Traveler:** _____ **Limited To:** _____
Travel Card Amount: _____ **Total Due to SHSU:** _____ **Advance:** _____

Prepared By: _____ Phone #: _____ Email: _____

Signature/Date: _____
 Traveler
I certify that the expenses are accurate and true.

 Supervisor Signature *Only Required by Travel Office
 (if expenses exceed tolerance and more than requisition)

Grants Only: Initial: _____ PI - Responsible for Grant

Initial: _____ Office of Research Administration

Travel Expense Report Continuation Page

Traveler Name: _____ SamID: _____ Requisition: _____

Date	Daily Itinerary (Means of Transportation/Location/Duties Performed)	PT to Pt Miles

Daily Expense Log: Meal/Lodging/Hotel Tax/Misc

Date	Meal	Lodging	Hotel Taxes	Other/Misc	Notes
Totals:					

Total Expense on Continuation Page: _____

Submit to Travel Office

Travel Expense Report Continuation Page

Traveler Name: _____ SamID: _____ Requisition: _____

Date	Daily Itinerary (Means of Transportation/Location/Duties Performed)	PT to Pt Miles

Daily Expense Log: Meal/Lodging/Hotel Tax/Misc					
Date	Meal	Lodging	Hotel Taxes	Other/Misc	Notes
Totals:					

Total Expense on Continuation Page: _____

Submit to Travel Office