

# Sam Houston State University

## Travel Expense Report

Traveler Name \_\_\_\_\_ Sam ID: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Partial \_\_\_\_\_ Complete \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Requisition Amount: \_\_\_\_\_

Email Address \_\_\_\_\_ Travel Card Amount: \_\_\_\_\_

Traveler Type: Student Employee Prospective Employee Other \_\_\_\_\_

FOP(s) Fund Organization Program Amount \_\_\_\_\_

Instate Outstate Foreign Study Abroad

Depart Date/Time: \_\_\_\_\_ Departure Address: \_\_\_\_\_

Return Date/Time: \_\_\_\_\_ Travel Destination: \_\_\_\_\_

Carpooled with: \_\_\_\_\_ Commute Mileage: \_\_\_\_\_

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

Registration Fee: \_\_\_\_\_ Conference/Event: \_\_\_\_\_

Mileage: \_\_\_\_\_ Miles @ .575 = \_\_\_\_\_ Parking: \_\_\_\_\_ Shuttle/Taxi: \_\_\_\_\_ Tolls: \_\_\_\_\_

Airfare: \_\_\_\_\_ Baggage Fee: \_\_\_\_\_ Rental Car: \_\_\_\_\_ SHSU Vehicle/Rental Fuel: \_\_\_\_\_ Other: \_\_\_\_\_

Total Transportation Expense: \_\_\_\_\_ Student Expenses: \_\_\_\_\_

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

Date	Meal	Lodging	Hotel Taxes	Other/Misc	Notes

Total Meals/Lodging: \_\_\_\_\_

Total Taxes/Other: \_\_\_\_\_

**Total Travel Expenses:** \_\_\_\_\_ **Total Due to Traveler:** \_\_\_\_\_ **Limited To:** \_\_\_\_\_

**Travel Card Amount:** \_\_\_\_\_ **Total Due to SHSU:** \_\_\_\_\_ **Advance:** \_\_\_\_\_

Prepared By: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

*I certify that the expenses are accurate and true.*

Signature/Date: \_\_\_\_\_  
Traveler

\_\_\_\_\_  
Supervisor/Title \*Only Required  
(if expenses are more than requisiton)

Grants Only: Initial: \_\_\_\_\_ PI

Initial: \_\_\_\_\_ Office of Research Administration

Submit to Travel Office