

**Request for Reimbursement for Travel**

**Sam Houston State University  
College of Criminal Justice**

**Date:** \_\_\_\_\_  
**Trip#** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email** \_\_\_\_\_ **Sam ID:** \_\_\_\_\_

Please do not use the college mailing address.

**Mailing Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Conference Attended:** \_\_\_\_\_

**Conference Location:** \_\_\_\_\_ **Conference Dates:** \_\_\_\_\_

**Began Trip:** \_\_\_\_\_ **End Trip:** \_\_\_\_\_  
Date Time(am/pm) Date Time(am/pm)

**TRAVEL EXPENSES**

**Meeting Registration \$** \_\_\_\_\_ (membership dues are not reimbursable)

**Airfare \$** \_\_\_\_\_

Add any explanation here and attach receipt for fare: \_\_\_\_\_

**Personal Car Mileage (round-trip) from** \_\_\_\_\_ **to** \_\_\_\_\_  
(must use odometer actual mileage log or official mileage from <http://www.mapquest.com/>)  
\_\_\_\_\_ miles @.535 cents per mile = \$ \_\_\_\_\_

**Long-term parking (personal vehicle)** \_\_\_\_\_ **days@** \_\_\_\_\_ **per day** .....\$ \_\_\_\_\_

**Round-trip tolls (explain)** \_\_\_\_\_ .....\$ \_\_\_\_\_

**Round-trip ground transportation (shuttle) from airport to hotel** .....\$ \_\_\_\_\_  
(Please use hotel shuttle if available.)

**Lodging** \_\_\_\_\_ **X** \_\_\_\_\_ **nights** .....\$ \_\_\_\_\_

(Receipt must showed PAID, express check-out or "To be Settled to" will not qualify)

**Meals** .....\$ \_\_\_\_\_  
(You do not need to include meal receipts, just the Overnight Travel Meal Log.)

**Total Travel Expenses** .....\$ \_\_\_\_\_

**ALL receipts for registration, airfare, parking, hotel, and tolls must be attached. All receipts must be taped in date order on 8<sup>1/2</sup> X 11 paper. Please do not tape over amounts or names. Please turn in this form with receipts to the Department of Criminal Justice & Criminology - Room A202.**