

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 @54 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^{1/2} 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.