



The Graduate School  
Sam Houston State University

*A Member of The Texas State University System*

## Travel Expense Reimbursement

**Physical Address:**

Templeton Building - 1st Floor

1003 17th St.

Huntsville, TX 77340

**Phone:** 936-294-2408

**E-mail:** TheGraduateSchool@shsu.edu

Trip Location	Name of Student
Travelers Name	
Mailing Address	
E-mail Address:	
Departure Date	
Returned Date	
Registration Fee	
Hotel Amount	
Hotel Taxes	
Airfare	
Baggage Fee	
Parking	
Tolls	

Trip Location	Name of Student
Shuttle/Taxes/Uber/Lyft	
Car Rental	
Did you drive your personal vehicle to the airport?	
Did you drive your personal vehicle from your home to the airport?	
Did you use your personal vehicle to drive to the conference?	

**Enter Notes/Additional Items**