



The Graduate School
Sam Houston State University

A Member of The Texas State University System

Travel Expense Reimbursement

Physical Address:

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A travel expense report is to be submitted after your travel. Please submit your expense report within a week after your travel.

Here is some information about Travel Expense Reports.

1. Please note starting FY 2018 (August 1st), meals will no longer be part of the travel reimbursement for The Graduate School.
2. The items that may be reimbursed are: itemized hotel bills or lodging bills, car rental, registration fee, airfare with ticket number, baggage fees, taxi and shuttle, parking, and tolls. Fuel is only allowed with rental car. Mileage is reimbursable when driving a personal vehicle. All other items are not reimbursed.
3. Registration fees (for conferences) are reimbursed through a travel expense report. Memberships fees are not.
4. You may submit the travel expense report in person or via e-mail.
5. Please do not staple anything, if you decide to tape over the receipt on the paper be careful of the ink fading. Please try not to tape over the information.
6. Please know that after The Graduate School submits your travel expense report to the Travel Office. Once the Travel Office reviews it, the reimbursement timing is usually in 2-3 weeks.
7. Your reimbursement is either direct deposit or a check will be mailed to your current mailing address that is on banner.

We hope this clears any confusion. Our office continually works to make this process smoother. If you have any questions when preparing your travel expense report after your return trip, please contact us. We are happy to help.