



**OPTIONAL - Travel Expense Worksheet - OPTIONAL**

Employee Name \_\_\_\_\_ UIN \_\_\_\_\_  
 Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_  
 Departure Airport \_\_\_\_\_ Destination \_\_\_\_\_  
 Account Number or Title \_\_\_\_\_  
 Lodging accommodations Shared Room?  Y  N If room was shared, what is the Single Room Rate: \$ \_\_\_\_\_

Enter Travel Dates							Expense Total
<b>Airfare</b>							
Airfare							
<b>Lodging</b>							
Room rate only							
Taxes							
<b>Record actual MEAL expenses; alcohol is not a reimbursable expense</b>							
Breakfast							
Lunch							
Dinner							
<b>Other Travel Expenses</b>							
Registration							
Mileage							
Rental Car							
Parking							
Gasoline							
Tolls							
Taxi/Shuttle/Uber							
Other (list):							
Business Meals							
Internet							
<b>Total Per Day</b>							

Date	Description of University Business Activities
Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
<b>Special Circumstances or Other Comments</b>	

I certify that these expenses are true, correct, and unpaid to the best of my knowledge. I further certify that these expenses were incurred in the course of conducting official university business, research, or other sponsored activities, and that these expenses are properly chargeable to the account(s) listed. I further certify that no alcohol was purchased in association with meals being expensed, or if there was, a receipt has been provided, the expenses marked appropriately and the business purpose of the alcohol has been documented in the comments or purpose field.

\_\_\_\_\_  
 Traveler's Signature \_\_\_\_\_  
 Date

**See Travel Checklist for additional information**

Please indicate if you are using more than one funding source for any amounts over the department allowance.  
 Please submit travel info and required receipts within two weeks of your return.

## University Business Travel Checklist and Receipt Requirements

Please visit: <http://disbursement.tamu.edu/travel/general/travel-requirements/>

Please make copies of your all receipts (as necessary) before submitting to the business office.  
Any receipts not required will be returned to traveler.

Airfare	_____ Receipt required. Itemized receipt must record proof of payment and itinerary. Include an airfare cost comparison if your travel includes personal time.
Lodging	_____ Receipt required. Itemized receipt must detail room rate, taxes, other billed charges. For travel within Texas, hotel occupancy sales tax will not be reimbursed. Print the State of Texas Hotel Occupancy Tax Exemption form, complete, and submit at check-in. All other city and county taxes are reimbursable.
Meals (Employee Only)	_____ Meal receipts are not required, except for any single meal greater than \$75.00. List actual meal expenses on the Travel Worksheet. This is not a per diem. Meals will be reimbursed for actual expenses up to the GSA daily limit for your location. Actuals over the GSA rate are allowed, but will require receipts or other substantiation. Alcohol is <u>not</u> allowable as part of regular travel meals, even when using an account source that allows for the purchase of alcohol.
Business Meals (Group)	_____ Itemized receipt required. If an itemized receipt is not provided, please record whether or not alcohol was purchased. Business purpose and attendee names must be provided.
Registration	_____ Receipt required. Must document proof of payment.
Mileage	_____ Travelers can use odometer readings or an online mileage guide when using a personally owned vehicle. When claiming mileage outside of Texas, reimbursement will be limited to the lowest available airfare for itinerary.
Rental Car	_____ Receipt required. Itemized receipt must include all charges, starting and ending dates of the rental, name of renter, and proof of payment.
Parking	_____ Receipt not required; record location, purpose, amount, and date of each parking event.
Gasoline	_____ Receipt not required; record date and amount for destination. Gasoline is not reimburseable if mileage is being claimed.
Tolls	_____ Receipt not required; record destination, purpose, amount, and date of toll for destination.
Taxi/Shuttle or Uber	_____ Receipt not required; record date, destination, purpose, and amount for each event. If transportation is greater than \$75 then receipt is required.
Other: Internet	_____ Receipt required. Must document proof of payment.