

# Graduate & Professional School Sam Houston State University

*A Member of The Texas State University System*

## Travel Expense Reimbursement Form

**Physical Address:**

Templeton Building - 1st Floor

1003 17th St.

Huntsville, TX 77340

**Phone:** 936-294-2408

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

<b>Traveler's Name</b>	
<b>Mailing Address</b>	
<b>E-mail Address:</b>	
<b>Departure Date</b>	
<b>Returned Date</b>	
<b>Registration Fee</b>	
<b>Hotel Total Amount</b> <small>* Must submit a final Itemized Folio/Receipt</small>	
<b>Was the hotel cost a shared expense?</b> <small>*A memo must be submitted by the person who booked the room, naming all roommates and the amounts each paid.</small>	
<b>Airfare</b> <small>*Must submit a receipt including the airline and ticket number.</small>	
<b>Baggage Fee</b>	
<b>Parking</b>	
<b>Tolls</b>	

<b>Shuttle/Taxis/Trains/Uber/Lyft</b>	
<b>Car Rental</b>	
<b>Fuel</b> <small>*Can only be claimed for rental car.</small>	
<b>Did you drive your personal vehicle from your home to the airport?</b>	
<b>Did you use your personal vehicle to drive to the conference?</b>	

**Enter Notes/Additional Items**