

CYCLOTRON INSTITUTE TRAVEL EXPENSE WORKSHEET

Traveler name: _____

Today's date: _____

Destination: _____

Departure date: _____

Return date: _____

Purpose of travel and benefit to TAMU and the State of Texas: _____

Please give only totals and attach all receipts to this form.

Airplane ticket(s)† \$ _____

Paid for by me:

†NEED ITINERARY WITH PAID AMOUNT

Both ways: or One way:

Charged to TAMU Travel Card: _____

Hotel† \$ _____

Parking† \$ _____

Conference fees† \$ _____

Uber/Taxi/Bus/Subway/Shuttle† \$ _____

Rental car† \$ _____

FROM _____ TO _____

Gas† \$ _____

Personal car used TO _____ FROM _____ miles at \$ 0.585 per mile

†CONCUR CALCULATE MILES USING GOOGLE MAPS

Meals Per Day: You must claim only actual expenses. There is a median amount based on locality as per the Travel Regulation Guide (<http://fmo.tamu.edu/accounts-payable/travel>), but this is not a per diem amount; claim only your actual food expenses.

Date	Amount	Date	Amount	Date	Amount
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

Meals total \$ _____

Other expenses† \$ _____ for _____
 \$ _____ for _____
 \$ _____ for _____

†Receipt required. If lost, please make a note of it next to the item.

TOTAL AMOUNT REQUESTED \$ #REF! _____