

Graduate 3 U R I H V V L R Q D O School Sam Houston State University

A Member of The Texas State University System

Travel Expense Reimbursement 7 L S V

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A Travel (xpense 5eport Z L S U M I T T E D R Q \ R X U a f t e r H o u s e D r o v e l . P l e a s e s u b m i t y o u r 5 H L P E X U V H P H Q W
D Q G D S S O L F D E O H U H F H L S W V D W R 6 W K R R O U D G X P R W H F H L S W V U R I H V V L R Q

Here is some information about Travel Expense Reports

Please note meals D O R W a r d o f t h e t r a v e l r e i m b u r s e m e n t f o r t h e G r a d u a t e 3 U R I H S c h o o l R Q D O

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 personal vehicle. All other items are not reimbursed V D E O H.

Registration fees (for conferences) are reimbursed through a travel expense report.
Membership fees are not.

You may submit the 5 H L P E X U V H P H Q W) R U P D Q G a n d a i D V R S S O I D E O W K V X F H I G & W

6 F U M K R W V R I U H F H L S W V F D Q E H G E O X S W H B O O W S H Q H V L E D H W O R I Q L B K R
G R F X P H Q W V D U H S U H I H U U H G

Please know that after The Graduate D Q G 3 U R S c h o o l s u b m i t y o u r t r a v e l e x p e n s e r e p o r t t o t h e T r a v e l
Office the reimbursement timing is usually Z L W K i n 2 T f 0 T