

# Information To Complete Travel Voucher

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Leave College Station Date \_\_\_\_\_ Time \_\_\_\_\_

Return to College Station Date \_\_\_\_\_ Time \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of trip (do not use acronyms) \_\_\_\_\_

Is any source other than Texas A&M University, College Station, TX, providing funds for this travel?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach copy of claim or details regarding other source.

Was personal auto used? Yes \_\_\_ No \_\_\_ If personal auto used, do you wish to claim

1. Mileage per Texas Mileage Guide Yes  No

(If Out of State, need cost comparison - average coach airfare prior to departure)

2. Odometer Readings: Must provide log with readings at beginning, each duty point and end

Airfare (attach original ticket) \_\_\_\_\_ Parking (attach receipt) \_\_\_\_\_

Rental car (attach receipt) From date \_\_\_\_\_ to date \_\_\_\_\_

Taxi/shuttle (attach receipt) From \_\_\_\_\_ To \_\_\_\_\_

(attach receipt) From \_\_\_\_\_ To \_\_\_\_\_

Registration (attach copy of payment/receipt & registration form) \_\_\_\_\_

Did your conference registration include any meals? Yes \_\_\_\_\_ No \_\_\_\_\_

Title of paper presented \_\_\_\_\_

How trip benefited TAMU/Project (do not use acronyms) \_\_\_\_\_

Give a very brief description of what you did each day (Attend, Present, Travel, Research etc.)	Lodging Expense Excluding Hotel Tax	Actual Meal Expense (attach available receipts)
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1st Day _____	_____	_____
2nd Day _____	_____	_____
3rd Day _____	_____	_____
4th Day _____	_____	_____
5th Day _____	_____	_____
6th Day _____	_____	_____
7th Day _____	_____	_____
8th Day _____	_____	_____

Was hotel shared with TAMU/State employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Was hotel shared with spouse not traveling on State business or non-State employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If the hotel was shared, need single room rate. Rate \_\_\_\_\_