

**TEXAS A&M UNIVERSITY  
ELECTRICAL ENGINEERING DEPARTMENT  
TRAVEL SUMMARY**

NAME: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

TRIP TO: \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_ TIME OF DEPARTURE: \_\_\_\_\_

DATE OF RETURN: \_\_\_\_\_ TIME OF RETURN: \_\_\_\_\_

**AIRFARE** (need original passenger receipt & itinerary) \$ \_\_\_\_\_

**RENTAL CAR** (Receipt required) \$ \_\_\_\_\_

**FUEL FOR RENT CAR** (Receipt required) \$ \_\_\_\_\_

**TAXI, BUS, SHUTTLE** (Receipts required if  $\geq$  \$75)

list departure, destination for each fare:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**PERSONAL AUTO MILEAGE** \$ \_\_\_\_\_

(provide address of trip destination)

**MEALS** (Actual receipts or a daily meal log) \$ \_\_\_\_\_

**LODGING** (Receipts required) \$ \_\_\_\_\_

**PARKING** (Receipts required) \$ \_\_\_\_\_

**REGISTRATION** (Receipts required) \$ \_\_\_\_\_

**BAGGAGE FEE** (Receipts required if  $\geq$  \$75)

**OTHER EXPENSES** (Receipts required, please explain)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**ITINERARY:** (Please attach your daily activities, listing points of travel, functions attended, personal meetings, etc.)