

**IODP – TAMRF  
TRAVEL EXPENSE ACCOUNT FORM**

*Complete Form with Ink*

**IODP No.** \_\_\_\_\_

1. Name of Claimant \_\_\_\_\_ TAMU UIN \_\_\_\_\_

**I am not an employee of TAMUS or TAMRF (W-9 Required)**

**Is this payment made to or on behalf of a U.S. citizen or Legal Permanent Resident?**

**Yes**    **No**

Home Address \_\_\_\_\_

2. Travel Period: From \_\_\_\_\_ To \_\_\_\_\_

Business Dates: \_\_\_\_\_ Non-IODP Related Dates: \_\_\_\_\_

3. Trip To \_\_\_\_\_

4. Purpose \_\_\_\_\_

**Items 5 through 8 on Page 2**

**Comments:**

**TOTAL EXPENSES \$** \_\_\_\_\_  
*(Transferred from page 2)*

( \_\_\_\_\_ )   **Less Advance \$** \_\_\_\_\_  
Screen 104 Voucher #

**Total Due Claimant \$** \_\_\_\_\_

**Total Due TAMRF \$** \_\_\_\_\_

**FOR INTERNAL USE ONLY**

I certify this expense account to be for actual business expense(s) incurred.

<b>General Ledger #</b>				
<b>Screen 111 Voucher #</b>				
<i>Famis Account No.</i>	<i>Sub Code</i>	<i>Cost Ref</i>	<i>AMS REQ. #</i>	<i>Amount</i>
<b>Texas A&amp;M Research Foundation</b>				
By: _____ Date: _____				

\_\_\_\_\_  
**Claimant's Signature  
REQUIRED for Processing**

\_\_\_\_\_  
*Date*                      *Phone*

\_\_\_\_\_  
**APPROVED:**      *Signature*

\_\_\_\_\_  
*Date*                      *Phone*

**5. Transportation -**

- a. Personal Vehicle: \_\_\_\_\_ miles @ \_\_\_\_\_ /mile ..... \$ \_\_\_\_\_  
Address From: \_\_\_\_\_ Address To: \_\_\_\_\_
  - b. Airplane (ticket receipt must be attached) ..... \$ \_\_\_\_\_
  - c. Rental Vehicle ..... \$ \_\_\_\_\_
- Total Transportation** \$ \_\_\_\_\_

**6. Lodging -** Original itemized receipts required

_____ day(s) @ \$ _____ /day = \$ _____	City _____	Exchange Rate _____	
_____ day(s) @ \$ _____ /day = \$ _____	City _____	Exchange Rate _____	
_____ day(s) @ \$ _____ /day = \$ _____	City _____	Exchange Rate _____	\$ _____
_____ day(s) @ \$ _____ /day = \$ _____	City _____	Exchange Rate _____	<b>Total Lodging</b>

**7. Meals and Incidental Expenses (M&IE)** See: <http://iodp.tamu.edu/travel/expenses.html>.

Contact the travel department at [tjones@tamu.edu](mailto:tjones@tamu.edu) with questions regarding M&IE calculation.

	MEALS AND INCIDENTAL EXPENSES (M&IE)				LESS MEALS PROVIDED			Subtotal
	Date	Per Diem Rate	M&IE %	Subtotal	Breakfast	Lunch	Dinner	
First Day of Travel	_____	_____	75%	_____	_____	_____	_____	_____
	_____	_____	100%	_____	_____	_____	_____	_____
	_____	_____	100%	_____	_____	_____	_____	_____
	_____	_____	100%	_____	_____	_____	_____	_____
	_____	_____	100%	_____	_____	_____	_____	_____
	_____	_____	100%	_____	_____	_____	_____	_____
	_____	_____	100%	_____	_____	_____	_____	_____
	_____	_____	100%	_____	_____	_____	_____	_____
	_____	_____	100%	_____	_____	_____	_____	_____
Last Day of Travel	_____	_____	75%	_____	_____	_____	_____	_____
								\$ _____
								<b>Total Meals</b>

If sailing: Date/Time Onboard \_\_\_\_\_ Date/Time Ashore \_\_\_\_\_

If traveler crossed International Date Line complete and attach Travel Time Calculator found at: <https://www.timeanddate.com/time/travel.html>

**8. Miscellaneous Expense** Receipts required for any single expense over \$75.

Date	Description	Amount	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
<b>Currency Exchange/Foreign Transaction Fee</b>			
Date	Description (i.e. hotel, rental car, fuel, etc.)	Amount	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
			\$ _____
			<b>Total Miscellaneous</b>

**TOTAL EXPENSES** \$ \_\_\_\_\_  
(Total will be copied to page 1)

Use this page to add comments to Questions 5-8.