



**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 9 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

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

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


**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 _____	Total Lodging

7. Per Diem (For Per Diem rates, see: <http://iodp.tamu.edu/travel/expenses.html>).



Contact the travel department at gonzales@iodp.tamu.edu with questions regarding per diem calculation.

Date(s)	Days	Per Diem Rate	%	Subtotal	Date(s)	Days	Per Diem Rate	%	Subtotal
_____	x	_____	@ _____	= _____	_____	x	_____	@ _____	= _____
_____	x	_____	@ _____	= _____	_____	x	_____	@ _____	= _____
_____	x	_____	@ _____	= _____	_____	x	_____	@ _____	= _____
_____	x	_____	@ _____	= _____	_____	x	_____	@ _____	= _____

Meals not paid for by traveler:

Breakfast	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal		Subtotal
Lunch	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal		= _____
Dinner	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal	_____ @ \$ _____ /meal		= _____
						\$ _____
						Excluded meals

If sailing: Date/Time Onboard _____ Date/Time Ashore _____

(Note: IRS regulations state that reimbursement for meals on non-overnight trips must be reported by the employer as taxable income.)

Total Meals \$ _____

8. Communications

Internet Used To Conduct IODP Business \$ _____

Total Communications \$ _____

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

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

Currency Exchange/Foreign Transaction Fee

Date	Description (i.e. hotel, rental car, fuel, etc.)	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Miscellaneous \$ _____

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

Use this page to add comments to Questions 5-9.