



**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.

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: _____				


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

Contact the travel department at tjones@tamu.edu with questions regarding M&IE calculation.

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

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	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
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 5-8.