

Step by step instructions for filling out your Travel Expense Account Form.

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1. Enter your First and Last name.
 - a. If you are not a TAMUS or TAMRF employee, a W-9 must be submitted.
 - b. Enter your MAILING address.
2. Enter your travel dates. From = your first date of travel, To = your last date of travel.
 - a. Business Dates = The dates you were on IODP business.
 - b. Non-IODP Related Dates = The dates you were on personal time.
3. Trip to = Enter the location you traveled to for IODP business.
4. Purpose = State the purpose of your trip.

** Less Advance = Enter the amount of your advance.

** Claimant's Signature = Don't forget to sign!

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5. Transportation
 - a. Personal Vehicle = the amount of mileage you wish to claim.
 - i. @___/mile = enter the current mileage rate. (as of 9/25/2013, the mileage rate is .565.
 - ii. From = enter your home address.
 - iii. To = enter the address you are claiming mileage to.
 - b. Airplane = you should never have to purchase your airline ticket, but on the off chance you do, enter the amount of the ticket you purchased.
 - c. Rental Vehicle = if you paid for a rental car, enter the amount.
6. Lodging
 - a. Enter the number of days.
 - b. @ (the room and tax rate) (3 days @\$ 109.85 / day = \$_____)
*** if you fill out the form in the excel format, the form will do the math for you.
7. Per Diem
 - a. Dates: enter your dates of IODP travel.
 - b. Days: enter the number of days.
 - c. Per diem: enter the daily amount of your meal per diem.
 - d. %: If you departed on one day and did not reach your destination until the following day, you will enter 75% for the day you departed and 100% for the day you arrived. All other days will be 100%.
 - e. Meals not paid for by traveler: If you did not incur a cost for a meal, enter the number of meals with the appropriate per diem amount for that meal.

- f. If sailing: Date/Time Onboard _____ Date/Time Ashore = PLEASE ENTER THE DATES AND TIMES !
- 8. Communications: This is where you will enter INTERNET fees. Make sure you check the box.
- 9. Miscellaneous Expense: List any other expenses such as taxi, baggage, tolls, fuel etc. If the expense is under \$75.00, please do not submit a receipt. This is also where you will enter your currency exchange fees.

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Please use page 3 to add any comments and/or a brief description to any of the information provided on page 1 and 2 that may be helpful in processing your expense report.