

Texas A&M University

LASB Business HUB Travel Summary

lasbbusiness@tamu.edu

Traveler: _____

Source of Funds (Check **ALL** that apply):

- Department
- Start-up
- Bursary
- Research
- Other: _____

Out of Pocket Travel Card

- Airfare** (Proof of Payment, Class of Travel)
- Rental Car** (Receipt Required)
- Fuel for Rental Car** (Receipt Required)
- Taxi, Bus, Shuttle** (List Departure & Destination for each fare):

Date	Departure	Destination	Amount
			\$
			\$
			\$
			\$

- Personal Auto Mileage** (Provide address of trip destination)

- Meals** (Itemized daily meal log, 1 meal ≥ \$75 receipt required, over daily GSA rate all receipts required for that day)
- Lodging** (Receipts Required)
- Parking** (Date, Location & Amount > \$75 receipt required)
- Registration** (Receipts Required)
- Baggage Fee**

CONCUR EXPENSE DELEGATES: To prevent delays, ensure that the two people below are listed in Concur as your Expense Delegates:

Joyce Tuttle: rustus12@tamu.edu

Joshua Lapaglia: clapaglia@tamu.edu