

# Sam Houston State University

A Member of the Texas State University System

## Cost Comparison Travel Form

Traveler Name \_\_\_\_\_ Sam ID \_\_\_\_\_ Approval Number \_\_\_\_\_

Destination: \_\_\_\_\_ must include documentation from the airfare provider and transportation estimate. The accepted averages are listed below for parking and baggage. Expenses for additional driving days will (i)-2.2 4.941 p

- Mileage to Airport: \$ \_\_\_\_\_
- Parking at Airport \$ \_\_\_\_\_
- Tolls to Airport: \$ \_\_\_\_\_
- Transportation \$ \_\_\_\_\_
- Baggage F 2 \$ \_\_\_\_\_

\*If personal vehicle breaks down while driving to travel destination and attendance to business event is ~~not~~ the expenses will not be reimbursed.

A traveler will only be reimbursed the lesser of the two options for the round trip airfare ticket. Documentation MUST be included from the airfare provider. Expenses for personal ~~days~~ will not be reimbursed.

Dates of Official SHSU Business Travel: From \_\_\_\_\_ to \_\_\_\_\_