

Graduate Student Travel Support - Completed Travel

Submit to the Graduate School within 30 days of travel:

- 1) This completed travel form **completed in full**.
- 2) A written one page report of the trip.
- 3) Copy of the agenda/schedule with your presentation highlighted.
- 4) A completed and signed form W9 or W-8BEN (if required.)
- 5) Receipts are required by the Graduate School.
 - a. Organize like receipts together, food receipts by date
 - b. Receipts must show “paid” or a \$0.00 balance
 - c. Meal receipts must be itemized and show items/food purchased
 - d. If submitting a shared meal receipt, highlight individual items purchased by student requesting reimbursement
 - e. Hotel receipts must show breakout of room chares, taxes, fees, and must show a zero balance. *If you share a room, you must provide a receipt with your name on it.*
 - f. Association membership fees are not reimbursable
- 6) Scan and email this form with required documentation to Suzanne.Giossi@tamuc.edu. Receipts can be scanned and emailed as PDF or directly uploaded to your Concur expense page.

Name:

Id No:

Email:

Date/Location departed for conference:

Date/Location returned from conference:

Other department/university support received:

Describe in detail monies received including which department, amount awarded and for what purpose.

Texas A&M University-Commerce
Attn: Graduate School / Suzanne Giossi
903/886-5176
suzanne.giossi@tamuc.edu