

Sam Houston State University

A Member of The Texas State University System

Cost Comparison Travel Form

Traveler Name: _____ Sam ID: _____ Requisition Number: _____

Destination: _____ on SHSU Business to attend _____

1. Driving Personal Vehicle vs Airfare for Out of State Travel

A traveler will only be reimbursed the lesser of the two options. The cost of flying can include the list