

# Graduate 3 U R I H V V L R Q D O School Sam Houston State University

A Member of The Texas State University System

## Travel Expense Reimbursement 7 L S V

Physical Address:

7 H P S O W L R Q G L Y O W R R U  
W 6 W

Huntsville, TX 77340

Phone: 936-294-2408

E-mail: J U D G I X Q G L Q J@shsu.edu

A Travel Expense Report is submitted for reimbursement of travel expenses. Please submit your report to the Travel Expense Reimbursement Office at the Graduate School, 3 U R I H V V L R Q D O School, Huntsville, TX 77340. The report should be submitted within 90 days of the travel date. The report should include itemized receipts for all expenses. The report should be submitted to the Travel Expense Reimbursement Office, 7 H P S O W L R Q G L Y O W R R U W 6 W, Huntsville, TX 77340. The phone number is 936-294-2408. The email address is J U D G I X Q G L Q J@shsu.edu.

Here is some information about Travel Expense Reports

Please note meals are not reimbursed for the Graduate School.

The items that may be reimbursed are: itemized hotel bills or lodging bills, car rental, registration fee, airfare with ticket number, baggage fees, taxi and shuttle parking, and tolls. Fuel is only allowed with rental car. Mileage is reimbursable when driving personal vehicle. All other items are not reimbursed.

Registration fees (for conferences) are reimbursed through a travel expense report.  
Membership fees are not.

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Please know that after the Graduate School submits your travel expense report to the Travel Office, the reimbursement timing is usually 2-3 weeks.