

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 _____