

# Graduate & Professional School Sam Houston State University

*A Member of The Texas State University System*

## Travel Expense Reimbursement Tips

### Physical Address:

Templeton Building - 1st Floor

1003 17th St.

Huntsville, TX 77340

**Phone:** 936-294-2408

**E-mail:** [gradfunding@shsu.edu](mailto:gradfunding@shsu.edu)

A Travel Expense Report will be submitted on your behalf after your travel. Please submit your Reimbursement Form and applicable receipts to the Graduate and Professional School no more than 14 days after your travel.

Here is some information about Travel Expense Reports:

1. Please note meals are *not* a part of the travel reimbursement for The Graduate & Professional School.
2. 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 a personal vehicle. All other items are not reimbursable.
3. Registration fees (for conferences) are reimbursed through a travel expense report. Memberships fees are not.
4. You may submit the Reimbursement Form and all applicable receipts via e-mail to [gradfunding@shsu.edu](mailto:gradfunding@shsu.edu).
5. Screenshots of receipts can be accepted if they are legible and include all pertinent information; however PDF documents are preferred.
6. Please know that after The Graduate and Professional School submits your travel expense report to the Travel Office, the reimbursement timing is usually within 2-3 weeks.
7. Your reimbursement is either direct deposit or a check will be mailed to your current mailing address that is on Banner.

We hope this clears any confusion. Our office continually works to make this process smoother. If you have any questions when preparing your travel expense report after your return trip, please contact us. We are happy to help.