

Travel Receipt Requirements

Texas A&M AgriLife & TVMDL

Office of Sponsored Research Services

All expenses over \$75 will require a receipt

Payment Method

Payment Method

| Expense Type | Out of Pocket | | University-Paid Credit Card | | Out of Pocket | | University-Paid Credit Card | | Expense Type |
|--------------------------------|-------------------|----|-----------------------------|----|-------------------|----|-----------------------------|----|--------------------------------|
| | Receipt Required? | | Receipt Required? | | Receipt Required? | | Receipt Required? | | |
| | Yes | No | Yes | No | Yes | No | Yes | No | |
| Phone | | ✓* | | ✓* | | ✓ | | ✓ | Phone |
| Business Meal | ✓ | | ✓ | | | ✓ | | ✓ | Business Meal |
| Business Meal-Alcohol | ✓ | | ✓ | | ✓ | | | ✓ | Business Meal-Alcohol |
| Meals | | ✓ | | ✓ | | ✓ | | ✓ | Meals |
| Sales Tax Charged in Error | ✓ | | ✓ | | ✓ | | | ✓ | Sales Tax Charged in Error |
| Hotel | ✓ | | ✓ | | ✓ | | | ✓ | Hotel |
| Hotel Tax | ✓ | | ✓ | | ✓ | | | ✓ | Hotel Tax |
| Rent-Apartment/house | ✓ | | ✓ | | ✓ | | | ✓ | Rent-Apartment/house |
| ATM Cash Withdrawal | | ✓ | | ✓ | | ✓ | | ✓ | ATM Cash Withdrawal |
| Bank Fees | ✓ | | | ✓ | ✓ | | | ✓ | Bank Fees |
| Conference Registration | ✓ | | ✓ | | ✓ | | | ✓ | Conference Registration |
| Dues | ✓ | | ✓ | | ✓ | | | ✓ | Dues |
| Gifts | ✓ | | ✓ | | ✓ | | | ✓ | Gifts |
| Incidentals | | ✓* | | ✓* | | ✓ | | ✓ | Incidentals |
| Laundry | ✓ | | ✓ | | | ✓ | | ✓ | Laundry |
| Internet | | ✓ | | ✓ | | ✓ | | ✓ | Internet |
| Educ Books < \$5k | ✓ | | ✓ | | ✓ | | | ✓ | Educ Books < \$5k |
| Rental of Space | ✓ | | ✓ | | ✓ | | | ✓ | Rental of Space |
| Travel Agent Fees | | ✓ | | ✓ | | ✓ | | ✓ | Travel Agent Fees |
| Services-Other than Travel | ✓ | | ✓ | | | ✓ | | ✓ | Services-Other than Travel |
| Supplies | ✓ | | ✓ | | | ✓ | | ✓ | Supplies |
| Airfare | ✓ | | ✓ | | ✓ | | | ✓ | Airfare |
| Airfare Ticket Tax | ✓ | | ✓ | | ✓ | | | ✓ | Airfare Ticket Tax |
| Airline Fees | | ✓* | | ✓* | | ✓ | | ✓ | Airline Fees |
| Boat | | ✓* | | ✓* | | ✓ | | ✓ | Boat |
| Bus/Shuttle | | ✓* | | ✓* | | ✓ | | ✓ | Bus/Shuttle |
| Car Rental | ✓ | | ✓ | | ✓ | | | ✓ | Car Rental |
| Gasoline | | ✓ | | ✓ | | ✓ | | ✓ | Gasoline |
| Limousine | | ✓* | | ✓* | | ✓ | | ✓ | Limousine |
| Mileage Single Engine Aircraft | | ✓ | | ✓ | | ✓ | | ✓ | Mileage Single Engine Aircraft |
| Mileage Turbo Aircraft | | ✓ | | ✓ | | ✓ | | ✓ | Mileage Turbo Aircraft |
| Mileage Twin Engine Aircraft | | ✓ | | ✓ | | ✓ | | ✓ | Mileage Twin Engine Aircraft |
| Personal Car Mileage | | ✓ | | ✓ | | ✓ | | ✓ | Personal Car Mileage |
| Subway | | ✓* | | ✓* | | ✓ | | ✓ | Subway |
| Taxi | | ✓* | | ✓* | | ✓ | | ✓ | Taxi |
| Train | ✓ | | ✓ | | | ✓ | | ✓ | Train |
| Parking | | ✓* | | ✓* | | ✓ | | ✓ | Parking |
| Tolls | | ✓* | | ✓* | | ✓ | | ✓ | Tolls |

*Description required in Comments field. Examples: "Parking at Airport 3 days x \$10/day" or "Taxi from Airport to Hotel"