

Travel Receipt Requirements

Texas A&M University

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"