

TEXAS A&M COMMERCE  
PRE-TRAVEL WORKSHEET

Name of Traveler \_\_\_\_\_  
Destination \_\_\_\_\_  
Purpose \_\_\_\_\_

Social Security/UIN # \_\_\_\_\_  
Date of Trip \_\_\_\_\_  
Benefit \_\_\_\_\_

Hotel \_\_\_\_\_  
Confirmation \_\_\_\_\_  
Account # (s) Funding \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_  
Contracted \_\_\_\_\_/Exceptions Reported \_\_\_\_\_

Estimated Expenses:

Hotel: Daily Rate \_\_\_\_\_ @ \_\_\_\_\_ days \$ \_\_\_\_\_  
Taxes \_\_\_\_\_ @ \_\_\_\_\_ days \$ \_\_\_\_\_  
Meals: \_\_\_\_\_ @ \_\_\_\_\_ days \$ \_\_\_\_\_

*\*\*\*actual amt spent up to Maximum allowed*

Mileage: \_\_\_\_\_ mi. @ .55 cents per mile\*\* \$ \_\_\_\_\_

Parking: \_\_\_\_\_ \$ \_\_\_\_\_

Public Transportation: \_\_\_\_\_ \$ \_\_\_\_\_

Incidentals\*\*\* \_\_\_\_\_ \$ \_\_\_\_\_

Registration: \_\_\_\_\_ \$ \_\_\_\_\_

Airfare: \_\_\_\_\_ \$ \_\_\_\_\_

Estimated Travel Expenses: \$ \_\_\_\_\_

Airfare charged to JPMorgan \_\_\_\_\_ Rental Car Direct Billed to Enterprise \_\_\_\_\_  
*\*Not included in travel expenses/separate E#* *\*Not included in travel expenses/separate E#*

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*\*Mileage Rate before Jan. 1, 2009 was .585 cents.*

*\*\*\*Incidentals include but not limited to: fuel reimbursement, telephone, internet, tolls, etc.*