Step by step instructions for filling out your Travel Expense Account Form.

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1. Enter your First and Last name.
   a. If you are not a TAMUS or TAMRF employee, a W-9 must be submitted.
   b. Enter your MAILING address.
2. Enter your travel dates. From = your first date of travel, To = your last date of travel.
   a. Business Dates = The dates you were on IODP business.
   b. Non-IODP Related Dates = The dates you were on personal time.
3. Trip to = Enter the location you traveled to for IODP business.
4. Purpose = State the purpose of your trip.

   ** Less Advance = Enter the amount of your advance.

   ** Claimant’s Signature = Don’t forget to sign!

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5. Transportation
   a. Personal Vehicle = the amount of mileage you wish to claim.
      i. @____/mile = enter the current mileage rate. (as of 9/25/2013, the mileage rate is .565.
      ii. From = enter your home address.
      iii. To = enter the address you are claiming mileage to.
   b. Airplane = you should never have to purchase your airline ticket, but on the off chance you do, enter the amount of the ticket you purchased.
   c. Rental Vehicle = if you paid for a rental car, enter the amount.
6. Lodging
   a. Enter the number of days.
   b. @ (the room and tax rate) ( 3 days @ $ 109.85 / day = $______ )
      *** if you fill out the form in the excel format, the form will do the math for you.
7. Per Diem
   a. Dates: enter your dates of IODP travel.
   b. Days: enter the number of days.
   c. Per diem: enter the daily amount of your meal per diem.
   d. %: If you departed on one day and did not reach your destination until the following day, you will enter 75% for the day you departed and 100% for the day you arrived. All other days will be 100%.
   e. Meals not paid for by traveler: If you did not incur a cost for a meal, enter the number of meals with the appropriate per diem amount for that meal.
f. If sailing: Date/Time Onboard ________ Date/Time Ashore = PLEASE ENTER THE DATES AND TIMES!

8. Communications: This is where you will enter INTERNET fees. Make sure you check the box.

9. Miscellaneous Expense: List any other expenses such as taxi, baggage, tolls, fuel etc. If the expense is under $75.00, please do not submit a receipt. This is also where you will enter your currency exchange fees.

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Please use page 3 to add any comments and/or a brief description to any of the information provided on page 1 and 2 that may be helpful in processing your expense report.