Required items:

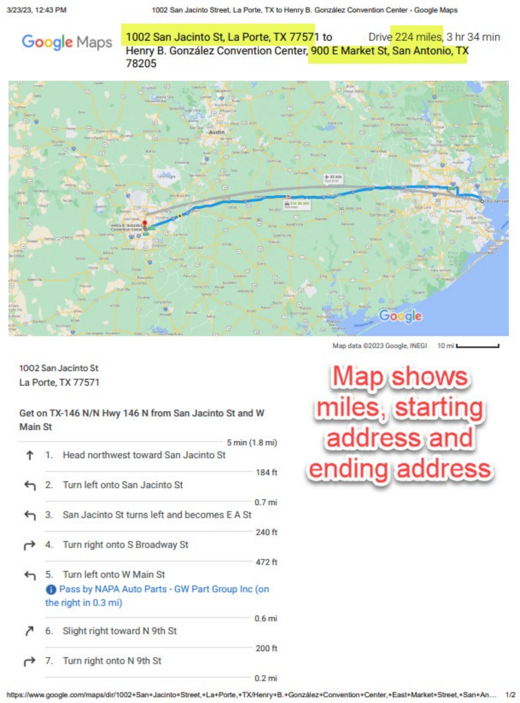
- Vendor #: This is not the employee ID number, but the AP vendor number. If the employee needs to be set up as an AP vendor, contact Lesli Atkins.
- Employee name
- Campus/Department
- Created by: the person filling out the form, not necessarily the employee seeking reimbursement.
- Date created – select from calendar dropdown
- Description of Trip
- Start Date/End Date – select from calendar dropdown
- Start time/End time – enter in the 00:00 am/pm format

Items for reimbursement will be automatically calculated upon entry:

Meals without students or Meals with students – enter the number of meals. Meals with students or Federal Funds will require all receipts.

Lodging/Hotel – enter the total for reimbursement without the sales tax included. Include receipt.

Mileage – enter the total miles. Attach a Google Maps page showing the start and end of trip and total miles. You do not need to include all of the directions. Remember to add the return trip as well.



3/23/23, 12:43 PM 1002 San Jacinto Street, La Porte, TX to Henry B. González Convention Center - Google Maps

Google Maps

1002 San Jacinto St, La Porte, TX 77571 to
Henry B. González Convention Center, 900 E Market St, San Antonio, TX
78205

Drive 224 miles, 3 hr 34 min

1002 San Jacinto St
La Porte, TX 77571

Get on TX-146 N/N Hwy 146 N from San Jacinto St and W Main St

5 min (1.8 mi)

1. Head northwest toward San Jacinto St — 184 ft
2. Turn left onto San Jacinto St — 0.7 mi
3. San Jacinto St turns left and becomes E A St — 240 ft
4. Turn right onto S Broadway St — 472 ft
5. Turn left onto W Main St
   Pass by NAPA Auto Parts - GW Part Group Inc (on the right in 0.3 mi) — 0.6 mi
6. Slight right toward N 9th St — 200 ft
7. Turn right onto N 9th St — 0.2 mi

https://www.google.com/maps/dir/1002+San+Jacinto+Street,+La+Porte,+TX/Henry+B.+González+Convention+Center,+East+Market+Street,+San+An... 1/2

Map shows miles, starting address and ending address

Other expenses – Anything else requested for reimbursement requires receipts.

Travel Advance Amount – enter any advances that were already received.

Enter any funds to be used, and how much from each fund if multiple funds are required. Requestor and budget manager sign, date, and send to Accounts Payable for processing.