

# COLLEGE OF ARCHITECTURE

Faculty and Staff documentation for payment of travel related meals

Request for travel # \_\_\_\_\_

\_\_\_\_\_  
Traveler's name

\_\_\_\_\_  
Dates of Travel

I certify the amounts below represent only the amount I spent on personal food during travel, and **no alcohol** is represented in these amounts. I understand I will only be reimbursed for actual expense up to the maximum daily allowance.

Date	Amount spent on meals

Date	Amount spent on Meals

**Faculty and staff do not need to turn in meal receipts** unless it is a business meal, or a single meal over \$75.00. If it is a business meal then the receipt needs to be turned in to the business office along with the business meal form, which is located at <http://archone.tamu.edu/College/forms/reimburse4.pdf>. If it is a single meal over \$75.00 then please attach that receipt to this form.

This form does not apply to student travel. All students in a travel status will turn in all receipts to the business office when applying for reimbursement.

\_\_\_\_\_  
Traveler's signature

\_\_\_\_\_  
Today's Date