Texas 4-H Youth Development Foundation
P.O. Box 11020
College Station, Texas 77842-1020

TRAVEL REIMBURSEMENT FORM

Revised: August 2026

This form is to be used when personal funds are used for business travel. Travel reimbursement must be accompanied by itemized receipts for commercial transportation, lodging, meals, registration, ground transportation, tips, entertainment, and miscellaneous expenses. If receipts are not available, a signed Affidavit of Expenditure Form is required.

Travelor's Name:	
Location of Travel:	
Date Departed:	
Date Returned:	
Purpose of Travel:	

1. Personal Mileage:

From	To	Miles	Mileage Rate	
		0		
Total Miles		0	$ 0.760	0

2. Lodging Total
3. Registration & Fees
4. Airfare
5. Ground Transportation (Uber, Lyft, Taxi, etc.)

Item	

6. Additional Travel Expenses (Checked bags, rental car, parking fees, tolls, etc.)

Item	

7. **TOTAL** $ 0.00

Signature of Person Requesting Reimbursement

Date

Please Submit this with a Payment Request Form