

 <p style="font-size: small; margin: 0;">TEXAS SPACE GRANT CONSORTIUM DESIGN CHALLENGE</p>	<h2 style="margin: 0;">TEAM TRAVEL & EXPENSE REPORT FORM</h2>
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INSTITUTION	TEAM NAME

In order to qualify for Travel Grant funds, the team must submit a Team Travel and Expense Report form that details the team's travel and lists all associated expenses that will apply toward reimbursement. The team must also provide documentation of travel that includes photos [digital .jpg], a brief narrative describing the trip and any additional details [brochures etc]. The TTER may be submitted at any time after travel has occurred, or as an Appendix to any Level submission. Note that the TSGC TTR is for the purpose of determining how much of the Travel Grant the team is due. It does NOT constitute a request for reimbursement. To be reimbursed for out-of-pocket expenses incurred during travel, the team will submit a Request for Travel Reimbursement, with original receipts, to the team's department administrative desk.

REPORT PERIOD	<input type="checkbox"/> LEVEL 1	<input type="checkbox"/> LEVEL 2	<input type="checkbox"/> LEVEL 3
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TRIP#	DESTINATION:		
TRAVEL DATES:	FROM:	TO:	
Method of Transportation:	<input type="checkbox"/> Private Car	<input type="checkbox"/> Rental Car	<input type="checkbox"/> Air
	<input type="checkbox"/> Other:		
Purpose of Travel:			

<input type="checkbox"/> Travelers #		<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Other	
		<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Other	
		<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Other	
		<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Other	
		<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Other	
		<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Other	

<input type="checkbox"/> Actual Expenses Total \$	\$	for	Accommodations			Receipt
	\$	for	Transportation			Receipt
	\$	for	Meals			Receipt
	\$	for	Parking			Receipt
	\$	for				Receipt
	\$	for				Receipt
	\$	for				Receipt
	\$	TOTAL TRIP EXPENSES				
Notes:						

<input type="checkbox"/> Description below:	<input type="checkbox"/> Photo Attached.

Additional pages with more description and photos may be added.