

FOR USE OF T-CARD REIMBURSEMENTS ONLY

Texas A&M University-Kingsville Travel Card Refund Form

Name of Cardholder: _____

UIN: _____

Bring completed form to Procurement and Travel Services (PTS) in College Hall, Room 121 for approval before taking to Business Office.

Office Use Only
Dept Finance:

P-Card or Travel	Dept Code	Account Number	Sub-Account Number	Object code	Vendor	Amount	Description of Expense	PTS Initials
T	RMBT	000215	-----	1395				
T	RMBT	000215	-----	1395				
T	RMBT	000215	-----	1395				
T	RMBT	000215	-----	1395				
T	RMBT	000215	-----	1395				
T	RMBT	000215	-----	1395				

Travel Clearing Acct 000215-1395

Total due to University \$

Do not mail cash.

Reimbursement has been made for the following reason:

Expense Report Name & Key
Original Account & Obj Code

Department Name: _____

Submitted by: _____

Date: _____

E-mail: _____

Phone Number: _____

Texas A&M University - Kingsville Travel Services 700 University Blvd., MSC 104 Kingsville, Texas 78363
Contact Information: travel@tamuk.edu