

**Traveler Contract Verification  
T-14 Form**

**Instructions:** This form should only be used for non-employee **CONTRACTORS, VISITING GUESTS, and SPEAKERS/LECTURERS** travel authorizations.

Travel Office Help Contact: (512) 245-2775 or [travel@txstate.edu](mailto:travel@txstate.edu).

**Department's Information**

<b>Department</b>	<b>Contact Name</b>	<b>Department Contact Number</b>
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<b>Traveler Type/Purpose</b>	<b>Approved TCM Contract Number (if applicable)</b>
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**\*No travel request is needed if travel is included in the Contract, Honorarium or Stipend Fee amount.**

**Guest Reimbursement Information (select one)**

- Texas State will pay for the traveler's expenses directly via contract, honorarium or stipend payment.\***
- Texas State will reimburse the traveler for their expenses separate from the contract, honorarium or stipend agreement.**
- There is no contract, honorarium or stipend agreement in place.**

**Concur Travel Request Documentation (select one)**

- I have attached the portion of the guest's contract, honorarium or stipend agreement that addresses travel expenses.**
- I have attached the communication between the guest and department head or Cabinet Officer approval that addresses travel expenses.**
- Only allowable travel expenses will be reimbursed to the traveler or directly billed to the University.**