



# STATE OF TEXAS TRAVEL VOUCHER

1. Archive reference number		2. Agency number <b>761</b>		3. Agency name <b>TEXAS A&amp;M INTERNATIONAL UNIVERSITY</b>			4. Current Document Number	
5. Effective date (Agency Use)			6. Doc. date (First Date of travel)	7. Doc agent <b>761</b>	8. FY	9. Document amount	10. Invoice No.	11. Pmt. Due Date

12. Pay to: (Name, address, city, state, ZIP Code)					13. Title			
					14. Designated Headquarters			

15. Texas Identification number			16. Service Date (Last Day of Travel)			17. Traveling to:		
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17A. Account number (1)	Expenditure Code	Amount	17B. Account number (2)	Expenditure Code	Amount	17C. Agency Use	

18. Distribution	Amount
Expense itemization for in-State Travel:	
Fares, Public transportation: Taxi	
Air fare	
Rental car	
Personal car mileage	Miles @ (Rates set by Legislature) P/mile
Meals and /or lodging	
Incidental expenses (itemize)	
Hotel Taxes: \$ P/night X Nights=	
Parking	
Gasoline for rental car	
Business Related Calls	
Other:	
Expense itemization for out-of-State Travel:	
Fares, Public transportation: Taxi	
Air fare	
Rental car	
Personal car mileage	Miles @ (Rates set by Legislature) P/mile
Meals and /or lodging	
Incidental expenses (itemize)	
Hotel Taxes: \$ P/night X Nights=	
Parking	
Gasoline for rental car	
Business Related Calls	
Other:	
<b>Total</b>	

19. I certify that the expense account shown above is true, correct, and unpaid.

<b>CLAIMANT</b>	<b>SIGN HERE &amp; DATE</b>	<b>SUPERVISOR</b>	<b>SIGN HERE &amp; DATE</b>

20. Contact Name		Phone (Area code and Number)	21. Agency Use	

22. Fiscal Office Approval		Title	Date

