STATE OF TEXAS
TRAVEL VOUCHER

Page ______ of ______

1. Archive reference number	2. Agency number	3. Agency name	4. Current Document Number
	761	TEXAS A&M INTERNATIONAL UNIVERSITY	

5. Effective date (Agency Use)	6. Doc. date (First Date of travel)	7. Doc agent	8. FY	9. Document amount	10. Invoice No.	11. Pmt. Due Date
		761				

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:

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:	
Total	

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

CLAIMANT SIGN HERE & DATE	**SUPERVISOR SIGN HERE & DATE**

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

22. **Fiscal Office Approval**	Title	Date

Form 73-174 (Back) (2-99)

IN-STATE												ACTUAL EXPENSE		
a. Leave Headquarters				b. Arrive Headquarters				c. Partial per diem not to exceed $30	d. Actual meals not to exceed $30	e. Actual Lodging not to exceed $80	f. TOTAL	g. Meals	h. Lodging	i. TOTAL
Date	Hour	Min	m.	Date	Hour	Min	m.							
TOTAL PARTIAL PER DIEM								j.	TOTAL MEALS & LODGING		k.	TOTAL ACTUAL EXPENSE		l.

OUT-OF-STATE												ACTUAL EXPENSE		
m. Leave Headquarters				n. Arrive Headquarters				o. Meals non overnight not to exceed $30	p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	S. Meals	t. Lodging	u. TOTAL
Date	Hour	Min	m.	Date	Hour	Min	m.							
TOTAL PARTIAL PER DIEM								v.	TOTAL MEALS & LODGING		w.	TOTAL ACTUAL EXPENSE		x.

DATE	y. RECORD OF TRANSPORTATION AND DUTIES PERFORMED	MILEAGE POINT TO POINT*
	Show point-to-point breakdown, Including intra-city mileage claims	

Use additional form or a "CONTINUATION SHEET," *If additional space is needed.*