



STATE OF TEXAS TRAVEL VOUCHER

Page 1 of

1. Archive reference number	2. Agency number 761	3. Agency name TEXAS A&M INTERNATIONAL UNIVERSITY				4. Current Document Number	
	5. Effective date (Agency Use)	6. Doc date (First Date of travel)	7. Doc agent	8. FY	9. Document amount	10. Invoice No.	11. Prnt Due Date
		09/11/2006	761	2007	1,593.69	091106	

12. Pay to: (Name, address, city, state, ZIP Code) Jane Doe	13. Title Comptroller
	14. Designated Headquarters Laredo, TX

15. Texas Identification number 2 000 00 0000 0 000	16. Service Date (Last Day of Travel) 09/17/2006	17. Traveling to: Austin, TX & Boston, MA
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17A. Account number (1)	Expenditure Code	Amount	17B. Account number (2)	Expenditure Code	Amount	17C. Agency Use (Business Office Only)
120002	3016	210.31	120002	3111	535.00	
120002	3025	19.38	120002	3125	42.00	
120002	3030	209.00	120002	3130	478.00	
			120002	5215	100.00	

18. Distribution	Amount
Expense itemization for in-State Travel:	
Fares, Public transportation: Taxi Air fare Rental car	
Personal car mileage 472.6 Miles @ (Rates set by Legislature) 44.5 P/mile	210.31
Meals and /or lodging	209.00
Incidental expenses (Itemize)	
Hotel Taxes: \$ 4.69 P/night X 2 Nights=	9.38
Parking	10.00
Gasoline for rental car	
Business Related Calls	
Other:	
Expense itemization for out-of-State Travel:	
Fares, Public transportation: Taxi 70.00 Air fare 465.00 Rental car	535.00
Personal car mileage Miles @ (Rates set by Legislature) 44.5 P/mile	
Meals and /or lodging	478.00
Incidental expenses (Itemize)	
Hotel Taxes: \$ 21.00 P/night X 2 Nights=	42.00
Parking	
Gasoline for rental car	
Business Related Calls	
Other: Conference Registration	
Total	1,593.69

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 SARA VALLARTA	Phone (Area code and Number) (956) 326-2149	21. Agency Use
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22. Fiscal Office Approval	TITLE BUSINESS MANAGER	Date
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IN-STATE MEALS AND LODGING										ACTUAL EXPENSE				
a. Leave Headquarters				b. Arrive Headquarters				c. Meals non-overnight not to exceed \$36	d. Meals not to exceed \$36	e. Lodging not to exceed \$85	f. TOTAL	g. Meals	h. Lodging	i. TOTAL
Date	Hour	Min	m.	Date	Hour	Min	m.							
9/11	2	00	p					15.00	67.00	82.00				
9/12								30.00	67.00	97.00				
				9/13	6	00	p	30.00	0.00	30.00				
TOTAL MEALS NON-OVERNIGHT								j.	TOTAL MEALS & LODGING	k. 209.00	TOTAL ACTUAL EXPENSE	l. 0.00		

OUT-OF-STATE MEALS AND LODGING										ACTUAL EXPENSE				
m. Leave Headquarters				n. Arrive Headquarters				o. Meals non-overnight Not to exceed \$36	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.							
9/15	6	00	a					51.00	168.00	219.00				
9/16								40.00	168.00	208.00				
				9/17	7	30	p	51.00		51.00				
TOTAL MEALS NON-OVERNIGHT								v.	TOTAL MEALS & LODGING	w. 478.00	TOTAL ACTUAL EXPENSE	x. 0.00		

DATE	y. INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE AND OTHER PERTINENT INFORMATION	MILEAGE POINT TO POINT*
9/11/06	Traveled from Laredo, TX to Austin, TX via personal car to attend the Texas Association of State Senior Colleges and University Business Officers (TASSCUBO) meeting.	231.3
9/12/06	Traveled from the Hampton Inn to downtown Radisson Hotel (meeting site) and back. Parking expense at Radisson Hotel \$10.00	5.0
9/13/06	Returned to headquarters via personal car.	5.0
9/15/06	Traveled from Laredo, TX to Boston, MA. via commercial airline to attend the National Association of Colleges and University Business Officers (NACUBO) annual conference.	231.3
9/16/06	Traveled via taxi from Holiday Inn to Mariott Hotel (conference site) and back. \$40.00 Traveled via tax from Holiday Inn to the airport \$30.00	
9/17/06	Returned to headquarters via commercial airline. *Show point-to-point breakdown, including intra-city mileage claims	