



STATE OF TEXAS TRAVEL VOUCHER

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 761	8. FY	9. Document amount	10. Invoice No.	11. Pmt Due Date
12. Pay to: (Name of claimant)					13. Title		14. Designated Headquarters	
15. Texas Identification # (last 4 of SS# only)			6. Service Date (Last Date of Travel)		17. Traveling to:			
17A. Account number (1)	Comptroller Object Code	Amount	17B. Account number (2)	Comptroller Object Code	Amount	17C. Agency Use (Business Off Only)		

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
 Internet/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
 Internet/Business Related Calls
 Other:

Total

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

CLAIMANT

SIGN & DATE

SUPERVISOR

SIGN & DATE

20. Contact Name

MARTHA LAURA MEDINA

Phone (Area code and Number)

(956) 326-2817

21. Agency Use

22. Fiscal Office Approval

TITLE

SENIOR STAFF ACCOUNTANT

Date

IN-STATE MEALS AND LODGING

a. Leave Headquarters								b. Arrive Headquarters				c. Meals non-overnight n/a	d. Meals not to exceed Max	e. Lodging not to exceed Max	f. TOTAL	ACTUAL EXPENSE		
Date	Hour	Min	m.	Date	Hour	Min	m.					g. Meals	h. Lodging	i. TOTAL				
TOTAL MEALS NON-OVERNIGHT												j.	TOTAL MEALS & LODGING		k.	TOTAL ACTUAL EXPENSE		l.

OUT-OF-STATE MEALS AND LODGING

m. Leave Headquarters				n. Arrive Headquarters				o. Meals non-overnight n/a	p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	ACTUAL EXPENSE		
Date	Hour	Min	m.	Date	Hour	Min	m.					s. Meals	t. Lodging	u. TOTAL
TOTAL MEALS NON-OVERNIGHT								v.	TOTAL MEALS & LODGING		w.	TOTAL ACTUAL EXPENSE		x.

DATE	y. INFORMATION REQUIRED BY TEXTRAVEL GUIDE AND OTHER PERTINENT INFORMATION	MILEAGE POINT TO POINT*

*Show point-to-point breakdown, including intra-city mileage claims