



TRAVEL VOUCHER

Pay to: John Doe	Title: Clerk
Designated Headquarters: Port Arthur, TX	

	INDEX		FY	ACCOUNT NUMBER	AMOUNT

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Dates of Travel: 5/2 - 5/4/2020	Description: Attend Purchasing Seminar in Austin, TX
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DISTRIBUTION:							AMOUNT
Expense itemization for in-state travel:							
Fares, Public transportation	Taxi		Air Fare		Rental Car		0
Personal car mileage	512.69			0.585			299.92
Meals and / or lodging							282.17
Parking	\$15.00 x 2						30.00
Incidental expenses (<i>itemize</i>)	City Tax - \$9.36 x 2 = \$18.72; Sales Tax - \$2.50 x 2 = \$5.00; County Tax - \$3.50 x 2 = \$7.00						30.72
Expense itemization for out-of-state travel:							
Fares, Public transportation	Taxi		Air Fare		Rental Car		0
Personal car mileage	0			0.585			0.00
Meals and / or lodging							0
Parking							
Incidental expenses (<i>itemize</i>)							
TOTAL							642.81

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

Claimant sign here	Date	Supervisor	Date
Travel Coordinator		Date	
Agency sign here	Approval here	Title	Date

IN-STATE MEALS AND LODGING										ACTUAL EXPENSE			
Leave Headquarters				Arrive Headquarters				Meals not to exceed State Rate	Lodging not to exceed State Rate	TOTAL	Meals	Lodging	Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.						
5/2/20	12	00	p					43.21	104	147.21			
5/3/20								24.17	104	128.17			
				5/4/20	8	15	p	6.79		6.79			
										0			
										0			
										0			
										0			
										0			
										0			
										0			
										0			
									TOTAL MEALS & LODGING	282.17	TOTAL ACTUAL EXPENSE	N/A	

OUT-OF-STATE MEALS AND LODGING										ACTUAL EXPENSE			
Leave Headquarters				Arrive Headquarters				Meals not to exceed State Rate	Lodging not to exceed State Rate	TOTAL	Meals	Lodging	Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.						
										0			
										0			
										0			
										0			
										0			
										0			
										0			
										0			
										0			
										0			
										0			
									TOTAL MEALS & LODGING	0	TOTAL ACTUAL EXPENSE	N/A	

DATE	INFORMATION REQUIRED BY TEXTRAVEL GUIDE AND OTHER PERTINENT INFORMATION	Mileage Point to Point	Separate mileage by TYPE of Travel: Place an "I" for In-State or an "O" for Out-of-State		
			Type	In-State	Out-of-State
5/2/20	Traveled to Austin to attend Purchasing Training	252.38	I	252.38	0
5/3/20	Round trip to and from Training	5.92	I	5.92	0
5/4/20	Traveled to Training and then back to Port Arthur	254.39	I	254.39	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
	*Show point-to-point breakdown, including intra-city mileage claims	Total:		512.69	0
			Total	512.69	0