TRAVEL VOUCHER / FORM

Page 1 of 2

1. AFCHIVE	e reference number	2. Agency number 535	TX Low Leve	I Radioactiv	wasta I	4. Current document number			
		5. Effective date (Agenc			7. DOC agency	8. FY		ent amount	<u>.</u>
10. Pay te	0:				535		11. Title		
							Commis		
							12. Designated	l headquarters	
13. Texas	s identification number			officer" and certify th	nat all documenta	tion require	ed to be filed with	n the Texas Ethi	cs Commission has been filed.
			sign here						
15. SFX	APPN	TC	FUND	PCA		AY		COBJ	AMOUNT
001		225							
	INVOICE NUM		PMT DUE DATE A	GENCY USE					
000	APPN	TC	FUND	PCA		AY		COBJ	AMOUNT
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	ce date <i>(Last date of trave</i>		17 Des	cription (Agency use	= on(v)				
				isinpilon (rigono) doc	, only,				
18. DISTI									AMOUNT
	Expense itemizati Fares, Public trans			ir Fare	Bon	tal Car			
<u> </u>	Personal car milea	-		set by Legislature		0.535			
<u> </u>			cally completes				_		
	Parking								
	Incidental expense	s (itemize)							
	Expense itemizat								
	Fares, Public trans Personal car milea			ir Fare set by Legislature		tal Car 0.535			
<u> </u>	Meals and / or lodg	-	Miles @ (Rate	set by Legislature,)	0.555			
	Parking	99							
<u> </u>	Incidental expense	s (Itemize)							
								TOTAL	
19. I ce		se account shown	above is true, corre	ct, and unpaid.	-				
sign here	Claimant		Date		Superv sign here	ISOF			Date
20. Conta	act name		I		Phone (Area cod	e and numb	per)	21. Agency use	
Age	ency sign			1	- Title			Date	
22. Appro	oval here								

Form 73-174 (Bacl	k)(Rev. 9-0	1/7)											Page 2	of <u>2</u>
IN-STATE M	EALS AI	ND LOD	GIN	IG				-					ACTUAL EX	
a. I	Leave Headquarte	rs		b. H	Arrive Headquarte	rs		c. Meals non-overnight	d .Meals not to	e. Lodging not to	f. TOTAL	g.	h.	i.
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				INFORMATIC		JIRED B	ΥT	HE STATE			OWANCE GU			Mileage
DATE			· .								011/11/02/00/			Point to Point

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

TLLRWDCC Travel Expense Worksheet - Commissioner

Name					Dates of Travel						
Purpose of Trave	el				Trip Starting Time (Required)			Ending Time (Required)			
	Receipt Required	SUNDAY (DATE)	MONDAY (DATE)	TUESDAY (DATE)	WEDNESDAY (DATE)	THURS. (DATE)	FRIDAY (DATE)	SATURDAY (DATE)	TOTAL		
AIRFARE	YES										
RENTAL CAR	YES										
MASS TRANSIT OR TAXI	NO										
MILEAGE IN DOLLARS (53.5¢ per mile)	N/A										
BREAKFAST	NO										
LUNCH	NO										
DINNER	NO										
LODGING	YES										
HOTEL/MOTEL TAX	YES										
PARKING	NO										
OTHER (Itemize and explain)	YES										
TOTAL TRAVEL EXPENSES											

I certify that all expenses shown were incurred on behalf of the TLLRWDCC and that I have not been reimbursed for any of the above expenses.

Signature

Date

Daytime Phone Number

Note: Please include a signed travel voucher and a brief narrative when submitting this worksheet for reimbursement.

Summary of Mileage in Miles

DATE	FROM	ТО	MILES	TOTAL MILES

EXAMPLES OF TRAVEL VOUCHER NARRATIVES

EXAMPLE

- 01/01/07 Departed residence. Drove personal vehicle to airport. Parked car. Departed headquarters aboard commercial flight to Austin. Arrived in Austin. Rented vehicle. Drove to commercial lodging. Stayed overnight in commercial lodging.
- 01/02/07 Drove to Hobby Building. Attended Board meeting. Drove back to hotel. Stayed overnight in commercial lodging.
- 01/03/07 Drove to Hobby Building. Attended Board meeting. Drove rental car to airport and returned. Took commercial flight back to headquarters. Drove personal vehicle back to residence.

EXAMPLE

01/01/07 Departed headquarters in personal vehicle. Drove to Austin, TX.
01/02/07 Drove to Hobby building to attend Board meeting. Attended Board meeting. Returned to commercial lodging. Stayed overnight in commercial lodging.
01/03/07 Drove to Hobby building to attend second day of Board meeting. Drove personal vehicle back to headquarters.
85 mi

Please remember that a travel narrative should provide a step by step travel history. An auditor would like to be able to read your narrative and understand how you acquired any expenses that you are claiming.

If you shared a taxi/vehicle with someone else, please indicated this on your travel voucher even if you did not accrue an expense. Auditor's like to know how you got from one place to another.

Please do not abbreviate in your narratives. An auditor may not know what the acronym represents.

I know travel vouchers can be tedious, to say the least, but for auditing purposes these requirements are necessary.

Thank you for your cooperation.

TRAVEL REIMBURSEMENT REFERENCE WORKSHEET

© Accounting Department: Diane Fulmer 512-388-0582 Fax number 512-244-1469

Airfare: The cost of airfare is reimbursable. The reimbursement may not exceed the cost of the lowest available airfare between the designated headquarters and duty point. Airfare receipts are required.

Rental Car: The cost of renting a car is reimbursable, excluding charges for liability insurance supplements, personal accident insurance, safe trip insurance and personal effects insurance. Rental car receipts are required. Below are the contact numbers for the state contracted vendors that provide rental car services. Contracted vendors should be utilized when feasible.

- & Enterprise Rent-a-Car: 1-866-398-5080 for customer service.
- Avis Rent-a-Car: 1-800-331-1212 for customer service.

Mass Transit or Taxi: Submit an itemized list showing each destination and amount. (Receipt is fine)

Parking: Identify the location and the daily rate, e.g., Austin airport, \$6.00. (Receipt is fine)

Taxes: Hotel room tax is reimbursable. Car rental tax is reimbursable. Parking tax is reimbursable.

Meals and Lodging: Actual expense for meals and lodging is reimbursable. Meals and lodging expenses incurred while traveling within your own designated headquarters are not reimbursable. Lodging and Meal receipts are required. When feasible, contracted hotels should be utilized. A list of contacted hotels can be accessed at https://portal.cpa.state.tx.us/hotel/hotel_directory/map.cfm?fy=2017.

Mileage: Reimbursement rate is currently \$0.535 per mile. The mileage reimbursement rate is inclusive of all expenses associated with the use of your personal vehicle, including gas. Mileage may be calculated be either using your vehicles odometer readings and itemizing on a point to point basis, or by using the designated online mapping service Google Maps.

Reimbursable mileage costs include:

- Place of employment/Residence to duty point
- Residence/Place of employment to airport and return
- Hotel to duty point and return
- Hotel to restaurant and return
- Duty point to Place of employment/Residence

Non-reimbursable expenses: The items listed below are non reimbursable expenses. If you have a question about whether an expense is reimbursable or not, please contact the accounting department.

★ Tips/Gratuity ★ Alcoholic Beverages ★ Cancellation Charges* ★ Kennel/Boarding Expense ★ Dry Cleaning Expense

*Cancellation charges related to a personal emergency/illness or board business are reimbursable.