Texas Water Development Board

P.O. Box 13231
Austin, Texas 78711

# SAC & BBEST
# TRAVEL INFORMATION

***Information below is needed within 30 days of travel to complete your voucher for reimbursement.***

**Name:** _____

**Committee:** Please choose from drop-down list

**Reason for meeting:** _____

**Date of meeting:** _____

**Location of meeting:** _____

**Mode of transportation:** _____

**Time/date: Departed home:** _____ **Arrived home:** _____

**Hotel:** ☐ **Yes** ☐ **No** **If yes: Room rate: $**_____**Tax: $** _____

**Name of hotel:** _____

*(Please use GSA table to determine approved rate for hotel. If meeting location is not included on the table, the maximum rate is $85 (not including taxes).*

***Mileage for personal vehicle can be calculated either by an odometer reading or using MapQuest. If you want to use odometer readings, please enter your beginning and ending odometer reading below (.50 per mile)***

**MapQuest:** ☐

**Beginning odometer:** _____ **Ending odometer:** _____

***Please enter amount to be reimbursed for meals and parking in the spaces below. Receipts required for meals on day trips.***

Breakfast: $ _____ Lunch: $ _____ Dinner: $ _____

Parking: $ _____

Comments: _____

_____

Upon receipt of this information, a travel voucher will be created and sent to you for your signature. At that time, please attach original receipts to the signed voucher and return to me.

Thank you,
Gayla
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