James E. Herring, *Chairman*
Lewis H. McMahan, *Member*
Edward G. Vaughan, *Member*

J. Kevin Ward
Executive Administrator

Jack Hunt, *Vice Chairman*
Thomas Weir Labatt III, *Member*
Joe M. Crutcher, *Member*

TRAVEL INFORMATION

Information below is needed to complete your travel voucher for reimbursement.

Committee: _____

Date of meeting: _____

Location of meeting: _____

Mode of transportation: _____

Time of departure from home: _____

Time arrived back home: _____

Mileage for personal vehicle can be calculated either by an odometer reading or comptroller's mileage guide. If you want to use odometer readings, please enter your beginning and ending odometer reading below:

Beginning odometer reading: _____

Ending odometer reading: _____

Please attach original receipts for any expenses incurred in direct response to attending committee meeting. (Exception: no gas receipts are required and no meal receipt required for overnight trips)

Upon receipt of this information, a travel voucher will be created and sent to you for your signature.

Thank you,
Gayla
512-936-0817
gayla.ray@twdb.state.tx.us