

This is a brief overview of the features of a Travel Voucher. Use this form to submit your claim for reimbursement of travel expenses.

Click on "tabs" (Instructions, F5 VOUCHER, In State, Out of State, F-6 Continuation) at the bottom of this worksheet to move from sheet to sheet.

PRINT (This is to ensure the voucher prints on one page--different for MACs and PCs.)

Please go to File (on the menu bar), Page Setup, Select "Page" tab, select "Fit to" 1 page.

Complete the yellow highlighted blanks **only**. Complete the Identification items lines 10-16. Then go to the In State or Out of State tab whichever is applicable and complete the narrative and per diem schedule.

Most of the blanks have hints for information requested.

Field	Description
Pay to	Payroll name and office address.
Title	Job title
Designated Headquarters	City where you are stationed.
Texas Identification No.	Social Security No.
Travel Dates	Please enter as mm/dd/yy .
% Distrib, \$ Distrib	Only complete this blank if you are splitting expenses between two or more Cost Centers or Grants.
Dept	Use your Department Number. Consult your Division Budget Analyst for the correct accounting codes to use.
Grant	Use the Grant number. (Project or Program Code, if speedchart is not
Strategy	Use the Strategy number, if speedchart is not applicable.
Function	Use the Function code, if speedchart is not applicable.
Expense Itemization for In-State Travel	Enter travel expenses incurred for in-state travel.
Fares, Public transportation	Enter Taxi or Shuttle, Air Fare and Rental Car amounts. Only claim amounts you paid. Do not include amounts that are direct billed.
Personal car mileage In-State	Will automatically link from the total of Daily Mileage in In-State and F-6 Continuation pages.
Miles	Will automatically multiply miles by .585
Meals and Lodging	Will automatically link from the Per Diem Schedule.
Meals	Will NOT carryover more than \$36 per day to the total amount.
Lodging	Will NOT carryover more than \$85 per day to the total amount.
TOTAL	Will NOT total more than \$121 per day .
Parking	Key in total parking amount. Itemize amounts in the narrative.
Other Travel Expenses	Money orders, lodging taxes, business telephone calls, toll road fees, etc.
Expense Itemization for Out-Of-State Travel	Enter travel expenses incurred for out-of-state travel.
Personal car mileage Out-of-State	Will automatically link from the total of Daily Mileage on Out of State page.
Miles	Will automatically multiply miles by .585
Meals and Lodging	Will automatically link from the Out-of-State Per Diem Schedule.
Parking	Key in total parking amount. Itemize amounts in the narrative.
Other Travel Expenses	Money orders, lodging taxes, business telephone calls, toll road fees, etc.
Signature of Traveler	By signing the voucher, you certify that expenses are true, correct and unpaid.
Supervisor Signature	Supervisory signature required.
Contact Person's Name	Person to call for questions on this voucher.
Phone number	Use 10 digit telephone number.

Please make sure all entries are complete and accurate before submitting. For questions regarding accounting codes, consult your Division Budget Analyst.

Contact the Travel Unit at (512) 463-2448 or email travel@twc.state.tx.us, if you have questions, problems or suggestions.

