

IN-STATE MEALS AND LODGING												ACTUAL EXPENSE		
a. Leave Headquarters				b. Arrive Headquarters				d. Meals not to exceed \$25	e. Lodging not to exceed \$70	f. TOTAL	g. Meals	h. Lodging	i. Total	
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
06-26-99	6	40	a	05-18-99	9	30	a							
06-26-99	8	45	p	05-18-99	10	30	p							
TOTAL MEALS NON OVERNIGHT								j.	TOTAL MEALS & LODGING		k.	TOTAL ACTUAL EXPENSE		l.

OUT-OF-STATE MEALS AND LODGING												ACTUAL EXPENSE		
m. Leave Headquarters				n. Arrive Headquarters				o. Meals non overnight not to exceed \$26	p. Meals not to exceed Federal Rate	q. Lodging not to exceed Federal Rate	r. TOTAL	s. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								v.	TOTAL MEALS & LODGING		w.	TOTAL ACTUAL EXPENSE		x.

DATE	y. INFORMATION REQUIRED BY THE <i>STATE OF TEXAS TRAVEL ALLOWANCE GUIDE</i> AND OTHER PERTINENT INFORMATION	Mileage Point to Point
05-18-99	Travel to UT-Arlington for balance forward testing Mileage includes only travel to/from residence to airport(10 mi each way, 20 RT)	20
*Show point-to-point breakdown, including intra-city mileage claims		