IN-STATE MEALS AND LODGING

a. Leave Headquarters				b. Arrive Headquarters				c. Meals non overnight not to exceed $25	d. Meals not to exceed $25	e. Lodging not to exceed $70	f. TOTAL	**ACTUAL EXPENSE** 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

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	**ACTUAL EXPENSE** 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 *STATE OF TEXAS TRAVEL ALLOWANCE GUIDE* 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	

Use additional form or a "CONTINUATION SHEET," if additional space is needed.