TRAVEL VOUCHER / FORM

Page _____ of _____

1. Archive reference number	2. Agency number	3. Agency name				4. Current document number
	5. Effective date *(Agency use)*	6. Doc date *(First date of travel)*	7. Doc agency	8. FY	9. Document amount	

10. Pay to:

11. Title

12 Designated headquarters

13. Texas Identification number

14. *AGENCY USE*

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	*AGENCY USE*				
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	*AGENCY USE*				
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	*AGENCY USE*				
AGENCY USE							

16. Service date *(Last date of travel)*	17. Description *(Agency use only)*

18. DISTRIBUTION			AMOUNT
Expense itemization for in-state travel:			
Fares, Public transportation Taxi	Air fare	Rental car	
Personal car mileage-*This amount comes from the totals in Y for In-State Mileage Total*	Miles @ (Rate set by Legislature)		
Meals and / or lodging-*This amount comes from the totals in J+K (or L, if applicable) fields*			
Hotel Occupancy Tax			
Parking Description:			
Incidental expenses (Itemize)			
Expense itemization for out-of-state travel:			
Fares, Public transportation Taxi	Air fare	Rental car	
Personal car mileage-*This amount comes from the totals in Y for Out-of-State Mileage Total*	Miles @ (Rate set by Legislature)		
Meals and / or lodging-*This amount comes from the totals in V+W (or X, if applicable) fields*			
Parking Description:			
Incidental expenses (Itemize)			
		TOTAL	

19. I certify that the expense account shown above is true, correct, and unpaid.

sign here ▶ Claimant	Date	sign here ▶ Supervisor	Date

20. Contact name	Phone *(Area code and number)*	21. *Agency use*

22. Agency Approval sign here ▶	Title	Date

Comptroller of Public Accounts FORM 73-174-2 (Rev.3-18/10)

STATE OF TEXAS

TRAVEL VOUCHER / FORM CONTINUATION

1. Doc agency	2. Current document number

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

INVOICE NUMBER	PMT DUE DATE	AGENCY USE			

AGENCY USE

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

INVOICE NUMBER	PMT DUE DATE	AGENCY USE			

AGENCY USE

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

INVOICE NUMBER	PMT DUE DATE	AGENCY USE			

AGENCY USE

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

INVOICE NUMBER	PMT DUE DATE	AGENCY USE			

AGENCY USE

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

INVOICE NUMBER	PMT DUE DATE	AGENCY USE			

AGENCY USE

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

INVOICE NUMBER	PMT DUE DATE	AGENCY USE			

AGENCY USE

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

INVOICE NUMBER	PMT DUE DATE	AGENCY USE			

AGENCY USE

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT

INVOICE NUMBER	PMT DUE DATE	AGENCY USE			

AGENCY USE

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE		
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed $36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT							J.		TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L.

OUT-OF-STATE MEALS AND LODGING								O. Meals non-overnight not to exceed $36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	ACTUAL EXPENSE		
M. Leave Headquarters				N. Arrive Headquarters								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 TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*

* Show point-to-point breakdown, including intra-city mileage claims	IN-STATE MILEAGE TOTAL I	OUT-OF-STATE MILEAGE TOTAL O

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

Travel Voucher Instructions

Travel Voucher Information Section (Required)

1. **Archive Reference Number**: For use by the Comptroller's office.
2. **Agency Number**: Enter the 3-digit agency number where the funds are coming from.
3. **Agency name**: Enter the state agency for which the state employee is conducting official state business.
4. **Current Document Number**: Enter the agency-assigned 8-digit document number.
5. **Effective Date (Optional)**: For agency use, if needed.
6. **Doc Date**: Enter the first day of travel.
7. **DOC Agency**: Enter the name of agency that is preparing the documents and entering them into USAS.
8. **FY**: Enter the 2-digit fiscal year in which travel occurred.
   Texas state government's fiscal year begins September 1 and ends August 31.
9. **Document Amount**: This amount is automatically calculated and populated from all entries in the available fields throughout this form.
   This amount is also reflected in the TOTAL box of section 18
10. **Pay to**: Enter the employee's name.
11. **Title**: Enter the title of the employee.
12. **Designated Headquarters**: Enter the city that is considered to be the employee's headquarters.
13. **Texas Identification Number**: Enter the employee's 11-digit TIN number followed by the 3-digit mail code.
14. **Agency Use (Optional)**: Enter any additional information related to this voucher, if necessary.

15. *Generally, this information is supplied by the agency's accounting department. This section is required by law to be completed.*
    SFX – Enter the 3-digit suffix number of the transaction.
    APPN – Enter the 5-digit appropriation number.
    TC – Enter the 3-digit transaction code (T-code):
    FUND – Enter the 4-digit fund number from which this voucher will be paid.
    PCA – Enter the 5-digit program cost account.
    AY – Enter the 2-digit appropriation year that provides the funding for the expense.
    COBJ – Enter the 4-digit comptroller object code.
    AMOUNT – Enter the amount that corresponds with the object code above.
    INVOICE NUMBER – Enter the invoice number for this expense.
    Note: The invoice number WILL show up on the pay stub of a warrant; or at the bank for direct deposit. Agencies have a responsibility to keep confidential information private. Do not include confidential information (such as bank accounts, credit card numbers, Social Security Numbers and birthdates in USAS transactions).
    PMT DUE DATE – Enter the date the employee will be reimbursed.

> There are multiple sets of travel voucher information blocks provided. Repeat the above entries, as necessary, for multiple COBJs.

Travel Voucher Detail Section (Required)

16. **Service Date**: Enter the last day of travel.
17. **Description**: Enter a brief summary of the travel.
18. **Distribution**: Enter total incurred expense itemization for in-state travel.
    Note: The in-state "Personal car mileage" amount is automattically populated from the "In-State Mileage Total" from section Y.
    The in-state "Meals and/or lodging" amount is automatically populated from the totals in boxes J+K (or from box L, if applicable).

    Enter total incurred expense itemization for out-of-state travel.
    Note: The out-of-state "Personal car mileage" amount is automattically populated from the "In-State Mileage Total" from section Y.
    The out-of-state "Meals and/or lodging" amount is automatically populated from the totals in boxes V+W (or from box X, if applicable).

Travel Voucher Certification (Required)

19. **I certify that the expense account shown above is true, correct, and unpaid.**
    Employee signs as the "Claimant" and enters the date.
    (Optional) The supervisor's signature is not required by the Comptroller's office but most agencies' internal policy requires a supervisor signature and date.
20. **Contact Name**: Enter the contact name and number of the agency's travel coordinator.
21. **Agency Use (Optional)**: Enter any additional contact information, if necessary.
22. **Agency Approval (Optional)**: Agency representative signature, title and date is provided for agency's internal use.

Travel Voucher Instructions

In-State Meals and Lodging

This section details the daily itemization of in-state meals and lodging expenses.

A. **Leave Headquarters:**
   Date — Enter a date employee began travel (first line). In the Date column, repeat a date entry for each day of travel.
   Hour — Enter hour employee left headquarters (first line).
   Min.— Enter minute employee left headquarters (first line).
   m. — Enter **a** (a.m.) or **p** (p.m.) (first line).
B. **Arrive Headquarters** (The following entries are made on the line lower than the last entry in column a.)
   Date — Enter date employee returned to headquarters.
   Hour — Enter hour employee returned to headquarters.
   Min. — Enter minute employee returned to headquarters.
   m. — Enter **a** (a.m.) or **p** (p.m.)
C. **Meals non-overnight not to exceed $36** — Enter the expense incurred for non-overnight meals for that date.
D. **Meals not to exceed Maximum Rate** — Enter the expense incurred for overnight meals for that date.
E. **Lodging not to exceed Maximum Rate** — Enter the expense incurred for lodging that date.
F. **Total** — This form automatically totals the daily meals and lodging entries (columns D and E).
G. **Meals** — Key officials who are eligible to be reimbursed for "actual" meal expenses will enter amounts here (instead of using columns C or D).
H. **Lodging** — Key officials who are eligible to be reimbursed for "actual" lodging expenses will enter amounts here (instead of using column E).
I. **Total** — This form automatically totals the entries in columns G and H (if applicable).
J. **Total Meals Non Overnight** — This form automatically totals the entries for all non-overnight meals (column C).
K. **Total Meals & Lodging** — This form automatically totals the entries for all meals and lodging (column F).
L. **Total Actual Expense** — This form automatically totals the entries for all actual expenses (column I).

Out-of-State Meals and Lodging

This section details the daily itemization of out-of-state meals and lodging expenses.

M. **Leave Headquarters**:
   Date — Enter a date employee began travel (first line). In the Date column, repeat a date entry for each day of travel.
   Hour — Enter hour employee left headquarters (first line).
   Min. — Enter minute employee left headquarters (first line).
   m. — Enter **a** (a.m.) or **p** (p.m.) (first line).
N. **Arrive Headquarters** (The following entries are made on the line lower than the last entry in column a.)
   Date — Enter date employee returned to headquarters.
   Hour — Enter hour employee returned to headquarters.
   Min. — Enter minute employee returned to headquarters.
   m. — Enter **a** (a.m.) or **p** (p.m.)
O. **Meals non-overnight not to exceed $36** — Enter the expense incurred for non-overnight meals for that date.
P. **Meals not to exceed Maximum Rate** — Enter the expense incurred for overnight meals for that date.
Q. **Lodging not to exceed Maximum Rate** — Enter the expense incurred for lodging that date.
R. **Total** — This form automatically totals the daily meals and lodging entries (columns P and Q).
S. **Meals** — Key officials who are eligible to be reimbursed for "actual" meal expenses will enter amounts here (instead of using columns O or P).
T. **Lodging** — Key officials who are eligible to be reimbursed for "actual" lodging expenses will enter amounts here (instead of using column Q).
U. **Total** — This form automatically totals the entries in columns S and T (if applicable).
V. **Total Meals Non Overnight** — This form automatically totals the entries for all non-overnight meals (column O).
W. **Total Meals & Lodging** — This form automatically totals the entries for all meals and lodging (column R).
X. **Total Actual Expense** — This form automatically totals the entries for all actual expenses (column U).

Y. **Information Required by Textravel and other Pertinent Information Date** — Enter date of travel.
   Description area — Enter a point-to-point breakdown; including intra-city travel.
   Type — Enter **I** for in-state travel; Enter **O** for out-of-state travel.
   Mileage — Enter each point-to-point mileage.
   In-State Mileage Total — This form automatically totals the mileage for in-state entries.
   Out-of-State Mileage Total — This form automatically totals the mileage for out-of-state entries.