

Instructions for Completing the State of Texas Comptroller Travel Voucher

Note: Macro's must be enabled

A. Front Side of the Travel Voucher (Numbering sequence corresponds with the Example Voucher)

1. **Blanket/Blank** – Blanket E-Documents can no longer be used.
2. **E-Document Number** – Enter the six digit E-Document Number for the voucher.
3. **Agency Number** – 555: Texas AgriLife Extension Service; 556: Texas AgriLife Research; 557: Texas Veterinary Medical Diagnostic Lab
4. **Agency Name** (as appropriate) – Texas AgriLife Extension Service; Texas AgriLife Research; Texas Veterinary Medical Diagnostic Lab
5. **Document Amount** – The total amount of reimbursement being claimed. This box will automatically fill in when you enter the amounts for each object class code.
6. **Pay To** – Name of claimant, the address, city, state, and zip code of where the check is to be mailed.
7. **Title** – Job title of the person claiming reimbursement of travel expenses.
8. **Designated Headquarters** – The headquarters (the city of the place of employment) of the person claiming reimbursement.
9. **Account No.** – Six digit FAMIS account number.
10. **T/L#** – Approved travel and leave request number if one was assigned. If not leave this block blank.
11. **Payee Identification Number** – FAMIS eleven digit vendor identification number of the claimant; 2 + social security number + zero; or UIN.
12. **Department Name** – Name of the department that is paying the expenses and account number belongs to.
13. **Department Voucher Number** – When the E-Document Number is entered in block #2, it will automatically enter the E-Document Number in this block.
14. **Support Account/Project Number** – The support account or the project number.

Extension – Support Accounts

Column 12 (s-acct)

If the account number (box 9) begins with a “1”

- Use 2X000, unless the account number is 1190XX, then use 9X000. The “X” is equal to the fiscal year

If the account begins with a “6”

- Use 9X000 (“X” equals the fiscal year)

If the account number begins with a 2, 4, or 5, and the travel is for the current fiscal year

- Use 00000, unless the grant has specific support accounts. The support accounts for these grants will begin with a 6 and be followed by four additional numbers (6XXXX).

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15. **Object Class** – The object class code for the individual travel expense. See [Travel Object Class Codes](#)
 16. **Amount** – The amount of the expense to be reimbursed broken down by object class code. The grand total of these amounts should equal the voucher total. The amounts listed here will automatically calculate the total and put it into Block 5 – Document Amount.
 17. **Service Date** – The first date of travel
 18. **Service Date** – The last day of travel
 19. **Destination** – The city and state traveled to. If travel is for a period and covers several duty points, state the month: example: “June travel.”
 20. **Distribution** – In State
 - a. Total amounts spent for airline, taxi, bus, train fares, and/or rental car expenses.
 - b. Total personal car mileage brought forward from the back page of voucher (item #51). Total number of miles multiplied by the mileage rate that is allowed for the time of the travel.
 - c. Total amount of meals and lodging brought forward from the back of the voucher. The total will automatically calculate the total and enter it on the front of the voucher.
 - d. Parking fees incurred while on travel status.
 - e. Miscellaneous travel expenses. Example: Business telephone calls, gas for rental car, city and county hotel tax, registration fees, and toll roads.
 21. **Distribution – Out of State** (See 20a-e)
 22. **Total** – A total automatically calculated for items 20a – 20f or 21a – 21f
 23. **Exceptions** – Drop down box is available to select the appropriate exception if a contract vendor was not used. Only required on State Funds.
 24. **Advance (AgriLife Research Only)** – If an advance was received, type in the dollar amount.
 25. **Signature of Claimant and Date** – claimant must sign the original voucher in ink and enter the date signed.
 26. **Date Approved** – The department will enter the date approved for payment.

27. **Signature of Unit Head** – the signature of the Unit Head or Designee approving the voucher for payment.
28. **Contact Name** – Enter the name of the person that prepared the voucher and phone number. If there's room, add the email address.

B. Back Side of the Travel Voucher

29. **Date** – Date on which the claimant left headquarters including the time of day (hour, minute, and whether a.m. or p.m.).
30. **Date** – Date on which the claimant returned to headquarters, including the time of day (hour, minute, and whether a.m. or p.m.).
31. **Meals** – List the actual amount that was spent for meals not to exceed the allowable rate, listed in the [Domestic Federal Travel Rates](#).
32. **Lodging** – List the actual amount spent for lodging not to exceed the allowable rate, listed in the [Domestic Federal Travel Rates](#).
33. **Total** – Total of meals and lodging per day. This will automatically calculate when the amounts are entered for meals and lodging.
34. **Actual Expense Meals** – As approved by the Department/Unit Head. Actual expense can be reimbursed for meals on Local Funds.
35. **Actual Expense Lodging** – As approved by the Department/Unit Head. Actual expense can be reimbursed for meals on Local Funds.
36. **Total** – Total of meals and lodging per day. This will automatically calculate when the amounts are entered for meals and lodging.
37. **Total Meals and Lodging** – The grand total of the meals and lodging entered under 31 and 32. This will automatically calculate the total. It will automatically put the total on the front of the voucher under #20 Distribution.
38. **Total Actual Expense** – The grand total of the meals and lodging entered under 31 and 35. This will automatically calculate the total. It will automatically put the total on the front of the voucher under #20 Distribution.
39. **Date** – See #29 above
40. **Date** – See #30 above
41. **Meals** – List the actual expense that was spent on meals not to exceed the allowable rate listed in the [Domestic Federal Travel Rates](#).
42. **Lodging** – List the actual amount of the lodging not to exceed the allowable rate listed in the [Domestic Federal Travel Rates](#).
43. **Total** – Total of meals and lodging per day. This will automatically calculate when the amounts are entered for meals and lodging.
44. **Actual Expense Meals** – As approved by the Department/Unit Head. Actual expense can be reimbursed for meals on Local Funds.

45. **Actual Expense Lodging** – As approved by the Department/Unit Head. Actual expense can be reimbursed for lodging on Local Funds.
46. **Total** – Total of meals and lodging per day. This will automatically calculate when the amounts are entered for meals and lodging.
47. **Total Meals and Lodging** – The grand total of the meals and lodging entered under 41 and 42. This will automatically calculate the total. It will automatically put the total on the front of the voucher under #21 Distribution.
48. **Total Actual Expense** – The grand total of the meals and lodging entered under 44 and 45. This will automatically calculate the total. It will automatically put the total on the front of the voucher under #21 Distribution.
49. **Date** – List each date the person was in travel status.
50. **Record of Transportation and Duties Performed** – Description of transportation and daily duties, to include:
- a. Departure from/arrival to headquarters.
 - b. Mode of transportation.
 - c. Destination of travel. If out of state, the city, county, and state should be listed.
 - d. Specific activities of each day. If the claimant presents a paper, the title of the paper should be included in this section. A statement of how the trip will benefit the agency should be included. Any specific person contacted should be listed.
 - e. Annual leave if taken in conjunction with approved travel.
51. **Mileage Point to Point**
- a. State Funds: If using the Mapquest online mapping program, this section does not have to be completed. Attach a copy of the mileage calculation indicating origination and destination along with driving directions. Be sure to select shortest distance.
 - b. Local Funds: Same as “a” but any online mapping program may be used.
 - c. State Funds if using odometer readings, they need to be listed point to point with addresses. Can use this section or use the Mileage Log, AG-808.
 - d. Local Funds if using odometer readings, only the beginning and ending odometer readings are required. All of the duty points must be listed.
52. **Total Mileage** – The total of personal car mileage claimed for entire trip. (Carry forward to 20b or 21b on the front of the voucher.)
53. **In State Continuation** – See #29 to #38 above. (**Note:** The meals and lodging listed on this will automatically calculate and add to the total on the front of the voucher.)
54. **Out of State Continuation** – See #39 to #48 above. (**Note:** The meals and lodging listed on this will automatically calculate and add to the total on the front of the voucher.)
55. **Record of Transportation and Duties Continuation** – See #49 to #52

Please Note: Any shaded area on the travel voucher will be filled in by the Texas A&M AgriLife Travel Office.

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For questions concerning these instructions, please call 979-845-4748.