



Travel Expense Form

All travel, including registration, MUST be pre-approved.
 The MAXIMUM reimbursement of allowable expenses per member is \$1,000.
 State mandatory training and/or meetings may exceed the maximum reimbursement cap.

BRAZOS VALLEY REGIONAL ADVISORY COUNCIL

Date Issued: 8/7/2013

Name: _____

Date Revised: 2/1/2017

Phone Number: _____ Agency: _____

Destination: _____

Purpose of Trip: _____

Mode of Transportation: _____

OUT-OF-REGION TRAVEL EXPENSE STATEMENT

A. Departure Date/Time: _____ Return Date/Time: _____

B. Odometer Reading Begin: _____ Odometer Reading End: _____

Mileage: _____ miles **X** _____ \$ _____

C. Lodging Cost (Attach hotel receipts) \$ _____

D. Meals ("Quarters" GSA rates or \$45/day) \$ _____

E. Airfare (Attach travel itinerary and boarding passes) \$ _____

F. Conference Fees \$ _____

G. Other Expenses \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: _____ \$ _____

Requested By: _____

Date: _____