



✓ **Guidelines While Traveling**

- Give Texas hotel Occupancy Tax Exemption Certificate to hotel upon check-in.
- GET ITEMIZED HOTEL BILL AT CHECK OUT. It MUST show the number of persons sharing the room and NO State Tax charges.

✓ **After Your Trip**

- Keep a copy for your records.
- FILL in Section B of your original TRAVEL form AND complete the meal statement, sign, and date.
- MUST complete Meal Calculation Worksheet Below to validate meal expenses

DATE	MEALS PER DIEM (LESS CONFERENCE PROVIDED MEALS)	INCIDENTAL EXPENSE (NOT TO EXCEED \$5)	TOTAL
		TOTAL	\$

**Mail to : Laura Pichardo
Business Office**

Check #	Dated:
Issued to:	\$

Thanks for your help! ☺