Texas State Legislative Board

7083 Baker Blvd.
Richland Hills, TX 76118
(817) 285-7668 FAX (817) 590-9220

Expense Statement 2011

Employee Information

Name _____ **SSN** _____

Address _____ **Division** _____

City, State ZIP _____

Dates

From _____

To _____

Date	Description	Hotel	Mileage Reimb		Meals	Transport	Entertain	Other	TOTAL

Current mileage reimbursement rate for 2011 is .555

Approved:

Reason for Travel:

OFFICE USE ONLY

Date Received:_____

Date Paid:_____

Check No.: