**Logo

Description automatically generatedGuidelines 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**

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**Mail to : Kathy Pruitt, Purchasing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check #** |  | **Dated:** |  |
| **Issued to:** |  |  | **$** |
|  |  |  |  |

**Thank you**