

**TEXAS TECH UNIVERSITY SYSTEM
TRAVEL VOUCHER**

Travel Voucher No. 1406156

Traveler:

Vendor Code: **R11341220**
 Name: **Annette Aguilar Hinojos**
 Address: **5001 El Paso Dr**
El Paso, TX 79905-2827

Trip Information:

Type of Travel: **Employee / Student**
 Travel Dates: **11/18/2013 2:00:00 PM - 11/21/2013 7:00:00 PM**
 From: **El Paso, TX**
 To: **Lubbock, TX**
 Vacation Days: **0**
 BTA: **\$0.00**
 Advance: **\$0.00**

Traveler Employee Info:

Job Title: **Unit Associate Director**
 Department: **E - Business Affairs Elp**

Expense	FOAP	Amount
Commercial Air	H-183167-203201-710103-60	\$376.60
Meals	H-183167-203201-710601-60	\$75.58
Lodging	H-183167-203201-710602-60	\$255.00
Hotel Tax	H-183167-203201-710500-60	\$17.85
Parking	H-183167-203201-710501-60	\$20.00
Rental Car	H-183167-203201-710101-60	\$160.79
Other	H-183167-203201-710500-60	\$17.47
* Indicates restricted account		Total: \$923.29

Purpose:

Travel Between Campuses - Annette will be meeting with Celeste Kulinski to begin working on the transition for payment services.

By submitting and signing this form (physically and/or electronically) I certify that the expense detail shown above is true and correct. These expenses are related to official state business and furthers the agency's mission. I approve ALL corrections made on this voucher by Travel Services due to errors/changes that are necessary to comply with State of Texas rules and regulations as well as Tech Tech policies and procedures.

Electronically signed by Annette Aguilar Hinojos 11/25/2013 3:52:37 PM

 Traveler's Signature Date

Electronically approved by Jessica Fisher 11/25/2013 5:58:36 PM

 Approver Signature: Jessica Fisher (Must be a superior of the Traveler)

Prepared by: Gregoria Maldonado (9152154377)

Submit Date: 11/25/2013 3:52:37 PM

**Texas Tech University System
Travel Voucher No. 1406156
Work Sheet**

ANNETTE AGUILAR HINOJOS
Unit Associate Director
Business Affairs Elp
TTUHSC at El Paso

Travel Dates: 11/18/2013 2:00:00PM to 11/21/2013 7:00:00PM
Version: SUBMITTED
Date Created: 11/25/2013

Trip Description:

Annette will be meeting with Celeste Kulinski to begin working on the transition for payment services.

Commercial Air

<u>Origination</u>	<u>Destination</u>	<u>Airline</u>	<u>Rnd Trip</u>	<u>Req Amt</u>	<u>Allowed Amt</u>	<u>Orig Amt (if diff)</u>
El Paso, TX	Lubbock, TX	Southwest	True	\$376.60	\$376.60	-
Total:					\$376.60	

<u>FOAP</u>	<u>Amount</u>
H-183167-203201-710103-60	\$376.60
Allocation Total:	\$376.60

Meals

<u>Meal Date</u>	<u>Locality</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Req Amt</u>	<u>Max Restricted</u>	<u>Allowed Amt</u>	<u>Orig Amt (if diff)</u>
11/18/2013	Other, TX	\$0.00	\$0.00	\$10.74	\$10.74	\$10.74	\$10.74	-
11/19/2013	Other, TX	\$0.00	\$11.12	\$12.83	\$23.95	\$23.95	\$23.95	-
11/20/2013	Other, TX	\$0.00	\$9.50	\$18.28	\$27.78	\$27.78	\$27.78	-
11/21/2013	Other, TX	\$0.00	\$5.41	\$7.70	\$13.11	\$13.11	\$13.11	-
Total:							\$75.58	

<u>FOAP</u>	<u>Amount</u>
H-183167-203201-710601-60	\$75.58
Allocation Total:	\$75.58

Lodging

<u>Start Date</u>	<u>Locality</u>	<u>Req Amt</u>	<u>Max Restricted</u>	<u>Allowed Amt</u>	<u>Orig Amt (if diff)</u>
11/18/2013	Other ,TX	\$85.00	\$85.00	\$85.00	-
11/19/2013	Other ,TX	\$85.00	\$85.00	\$85.00	-
11/20/2013	Other ,TX	\$85.00	\$85.00	\$85.00	-
Total:				\$255.00	

<u>FOAP</u>	<u>Amount</u>
H-183167-203201-710602-60	\$255.00
Allocation Total:	\$255.00

Hotel Tax

<u>Start Date</u>	<u>Req Amt</u>	<u>Max Restricted</u>	<u>Allowed Amt</u>	<u>Orig Amt (if diff)</u>
11/18/2013	\$5.95	\$5.95	\$5.95	-
11/19/2013	\$5.95	\$5.95	\$5.95	-
11/20/2013	\$5.95	\$5.95	\$5.95	-
Total:			\$17.85	

<u>FOAP</u>	<u>Amount</u>
H-183167-203201-710500-60	\$17.85
Allocation Total:	\$17.85

Parking

<u>Description</u>	<u>Amount</u>	<u>Orig Amt (if diff)</u>
Airport Parking 11/18 - 11/21	\$20.00	-
Total:		\$20.00

<u>FOAP</u>	<u>Amount</u>
H-183167-203201-710501-60	\$20.00
Allocation Total:	\$20.00

Rental Car

<u>Company</u>	<u>Car Type</u>	<u>Num Of Days</u>	<u>Amount</u>	<u>Orig Amt (if diff)</u>
Enterprise	Standard	3	\$160.79	-
Total:			\$160.79	

<u>FOAP</u>	<u>Amount</u>
H-183167-203201-710101-60	\$160.79
Allocation Total:	\$160.79

Other

<u>Description</u>	<u>Amount</u>	<u>Orig Amt (if diff)</u>
Gas for rental	\$17.47	-
Total:	\$17.47	

<u>FOAP</u>	<u>Amount</u>
H-183167-203201-710500-60	\$17.47
Allocation Total:	\$17.47

Summary

<u>Total by FOP</u>	<u>Amount</u>
H-183167-203201-60	\$923.29
Total Cost:	\$923.29
Reimbursement Total:	\$923.29

The cost for this travel was \$28.31 less than the encumbered amount of \$951.60.