

# Office of the Secretary of State

## Travel Claim Checklist

Please complete this checklist and submit it with copies of receipts and documents to Financial Management Section for processing. Please submit it via email attachment to: [Travel\\_Admin@sos.texas.gov](mailto:Travel_Admin@sos.texas.gov), or fax to: 512-463-6039, or mail: Secretary of State, Financial Management, 1019 Brazos St, Austin, TX 78701.

Traveler's Name: \_\_\_\_\_

Departed from Headquarters: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Returned to Headquarters: Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Purpose of the trip:

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### Items to be checked:

1. A \$0.00 balance itemized hotel receipt  Yes  No  Not Applicable
2. Meal Receipts and signed meal expenses form  Yes  No  Not Applicable
3. Car rental receipts  Yes  No  Not Applicable
4. Gas receipts for rental car (price and gallons)  Yes  No  Not Applicable
5. Taxi or other public transportation receipts  Yes  No  Not Applicable
6. Airfare itineraries  Yes  No  Not Applicable
7. Parking receipts  Yes  No  Not Applicable
8. Completed personal vehicle mileage report  Yes  No  Not Applicable
9. Receipts for incidental expenses such as map, toll, baggage fee, etc.  Yes  No  Not Applicable