

2022 TISDO EXPENSE ACCOUNT FORM

Name - First MI Last

PURPOSE OF TRAVEL

From Street Address, City, State, Zip

From Date

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To Street Address, City, State, Zip

To Date

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Time Left _____

Time Returned _____

DATE	PLACE	DESCRIPTION OF EXPENSE	AMOUNT
		AIR FARE	
		LODGING	
		CAR MILEAGE _____ MILES x \$0.58.5	
		CAR RENTAL	
		TAXI, BUS, LIMO	
		PARKING	
		BREAKFAST	
		LUNCH	
		DINNER	
		TOTAL	

To the best of my knowledge, all the above information is true and correct.

SIGNATURE _____ DATE _____

1. Receipts for all expenditures must be attached.
2. Mileage is reimbursed at the current IRS allowance (\$0.58.5/mile for 2022). Attach Google Maps as support for Mileage
3. Travel meal reimbursement is at the IRS Per Diem Rate
4. Email or Mail completed form, along with all receipts to:

walls.brianl@gmail.com
 Brian Walls
 18211 Cransley Drive
 Houston, TX 77084