

## TSALC EXPENSE REPORT

### Treasurer Use Only

CHECK #: \_\_\_\_\_ ACCOUNT \_\_\_\_\_  
CHECK DATE: \_\_\_\_\_ EFT: \_\_\_\_\_ TRANSFER \_\_\_\_\_ TRANSFER DATE: \_\_\_\_\_

### Payee Fill Out

### TRAVEL AND PAY INFORMATION

STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_ Total Days: \_\_\_\_\_

FROM CITY/ST: \_\_\_\_\_ TO CITY/ST: \_\_\_\_\_

GSA Mileage Rate: \$ \_\_\_\_\_ Mileage To: \_\_\_\_\_ Mileage Back: \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

Airfare Cost R/T: \$ \_\_\_\_\_ (check if used) Rental \_\_\_\_\_ Taxi \_\_\_\_\_ Mileage \_\_\_\_\_ Parking \_\_\_\_\_ Luggage \_\_\_\_\_

GSA Per-Diem Rate: Hotel \$ \_\_\_\_\_ Meals First / Last Day \$ \_\_\_\_\_ Full Day \$ \_\_\_\_\_ Quarter: \_\_\_\_\_  
(IF NO OVERNIGHT STAY IS REQUIRED, YOU MUST PROVIDE MEAL RECEIPTS)

| EXPENSES                       | TOTAL COST |
|--------------------------------|------------|
| DISBURSEMENT Travel & Per-Diem | \$ _____   |
| LEGISLATIVE (LCCL'S ONLY)      | \$ _____   |
| POSTAGE / STAMP/ PRINTING      | \$ _____   |
| OFFICE / FIXED ASSETS          | \$ _____   |
| AFL- CIO REBATE / TX AUX.      | \$ _____   |
| STATE CONVENTION               | \$ _____   |
| WEBPAGE YEARLY RENEWALS        | \$ _____   |
| SCHOLARSHIP                    | \$ _____   |
| IRS OR TWC TAXES               | \$ _____   |
| CHECK-EFT-TRANSFER-TOTAL       | \$ _____   |

**For Treasurer and Secretary ONLY.**  
**Please do NOT write in this box.**

### PAYEE EXPLANATION OF EXPENSES

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Federal Tax: \$ \_\_\_\_\_

Social Security Tax: \$ \_\_\_\_\_

Medicare Tax: \$ \_\_\_\_\_

TOTAL TAX: \$ \_\_\_\_\_

**By signing this document I certify that I have not been paid for same expenses by another entity.**

\_\_\_\_\_  
Signature of Approval / TSALC -President

\_\_\_\_\_  
Everett Wyllie/President

Printed Name and Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Payee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip+4

\_\_\_\_\_  
Phone Number

Submit report to the following address:

**Kimberly Arnhold**  
**PO BOX 57081**  
**Webster, TX 77598-7081**