Texas J Regional Advisor Council TSA-J

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TXJRAC Request

(Please fill out a separate request for each person or expense to request funds for; this form will be presented to the TXJRAC Board for approval)

(Receipts will be required on equipment and travel (hotel) along with a TXJRAC Expense report within 30 days after travel

**Type of request (equipment, travel, etc.):**

**Entity making request:**

**Person making request:**

**Equipment or Request for funding** (please describe what the request is to be used for and the amount):

**Travel:**

 Purpose of travel:

 Location of travel and est. mileage (at IRS rate):

 Hotel amount and number of days:

 Meals (GSA rate):

 Other: