|  |  |
| --- | --- |
| Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pick up time: |  |  | Drop off time: |  |

|  |  |
| --- | --- |
| Employee Name: |  |

This voucher authorizes transportation from Texas State University in San Marcos or Round Rock locations to:

|  |
| --- |
|  |
| *(Employee residence or agreed upon destination)* |

Please forward this voucher to Human Resources for payment:

Texas State University

Human Resources

601 University Dr.

Suite 340

San Marcos, TX 78666

Or fax to:

512.245.1942

|  |  |
| --- | --- |
|  |  |
| Print First and Last Name/ Signature of Authorized Texas State University Supervisor | Date |

|  |  |
| --- | --- |
|  | $ |
| Print First and Last Name/ Signature of Taxi Driver | Fare Amount |

This voucher is only for use by Texas State University as authorized by [UPPS 04.04.18](http://policies.txstate.edu/university-policies/04-04-18.html) Drug Testing for Non Faculty Employees