



# INTEROFFICE MEMO

Gary Grief, Executive Director    Ed Rogers, Acting Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: June 19, 2018

Re: Travel Request - AMENDED

2018 JUN 20 PM 3:01  
COMM. CLK

TRAVELER: Gary Grief  
DESTINATION: Buenos Aires, Argentina  
DATES OF TRAVEL: November 16-25, 2018  
MODE OF TRAVEL: Commercial Airlines

PURPOSE OF TRAVEL & EXPECTED BENEFITS: To attend the World Lottery Association (WLA) Summit for the purpose of participating in lottery industry discussions. Travel expenses are reimbursable via the TLC's WLA membership dues. The WLA Summit concludes with a networking day on November 22, making Mr. Grief's normal business day of return November 23. However, Mr. Grief will remain in Buenos Aires on personal time and expense departing on November 24.

ESTIMATED COSTS:

Registration	\$900.00	Direct bill to WLA
Airfare	\$1,994.21	(NON refundable fare)
Processing Fee	\$19.99	
Lodging	\$1,735.14	Single rm rate-\$239 @ 6 nts plus 21% tax
Meals	\$900.00	9 days @ \$100 (Nov. 16-24 – business days)
Mileage	\$20.00	
Taxi; ground transfers	\$275.00	
Incidentals	\$150.00	(Baggage fees; airport parking)

**TOTAL:** \$5,994.34

EMPLOYEE: *Gary Grief*

DATE: 6-20-18

MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTROLLER: *Kathy Pappas*  
(signature required for out-of-state travel only)

DATE: 6/21/18

EXECUTIVE DIRECTOR: *Gary Grief*  
(signature required for out-of-state travel only)

DATE: 6/21/18



CHAMBERLAIN  
World Lottery Association  
Lange Gasse 20  
P.O. Box  
CH-4002 Basel  
Switzerland  
Telephone +41 61 284 1502  
fax +41 61 284 1350  
info@world-lotteries.org  
VAT No. 502 108

MONTREAL  
World Lottery Association  
c/o Ioto-Quebec  
500, rue Sherbrooke Ouest  
Bureau 2000  
Montreal, Quebec H3A 3G6  
Canada  
Telephone +1 514 282 0273  
Fax +1 514 873 8995  
lynnie.rorter@ioto-quebec.com

## Expense claim form

PAGE 1 OF 2 - GARY GRIEF

Purpose/event: World Lottery Summit 2018 / Buenos Aires, Argentina

Date(s): November 16-25, 2018

Name: **GARY GRIEF**

Expense reimbursement, according to the WLA reimbursement policy (please attach receipts):

**Airfare:** \$2,014.40 (This amount was previously reimbursed by the WLA).

**Registration:** \$900 (This amount was directly paid by the WLA).

### Other Expenses:

Date	Expense Description	USD (all expenses listed in USD)
11/16/18	Mileage from personal residence to airport - \$6.90 (dropped off by family member; 12.66 milesX.545; see attached Mapquest calculation)	
11/17/18	Taxi from EZE Airport to Hilton Hotel - \$50 (no receipt available)	
11/17-22/18	Lodging - \$1,435.02 (only claiming 6 nights; last night on 11/23 was at personal expense)	
11/17-22/18	Meals & Incidentals - \$227.66 (see attached receipts, credit card statement and exchange rates used for meal calculations not shown on credit card statement)	
11/24/18	Taxi from Hilton Hotel to EZE Airport - \$50 (see attached receipt)	
11/25/18	Uber ride from Austin airport to personal residence - \$53.81 (see credit card statement)	
<b>TOTAL OTHER EXPENSES</b>		<b>USD: \$1,823.39 (USD)</b>

Please transfer the amount to the bank and account below:

Bank name: [REDACTED]

Bank address: [REDACTED]

Account name (beneficiary): Gary [REDACTED] Grief

Account no: [REDACTED]

Beneficiary address: [REDACTED]

IBAN (if not applicable see below): NA (No IBAN in US)

BIC/Swift address: BOFAUS3N (for USDollars); BOFAUS6S (for foreign currency)



HEADQUARTERS  
World Lottery Association  
Jangle Gasse 20  
P.O. Box  
CH-4002 Basel  
Switzerland  
Telephone +41 61 284 1502  
Fax +41 61 284 1350  
info@world-lotteries.org  
VAI No. 502108

MONTREAL OFFICE  
World Lottery Association  
c/o Loto-Quebec  
500, rue Sherbrooke Ouest  
Bureau 2000  
Montreal, Quebec H3A 3G6  
Canada  
Telephone +1 514 282 0273  
Fax +1 514 873 8999  
yvonne.roiter@loto-quebec.com

**Page 2 of 2 – GARY GRIEF**

I hereby confirm to have incurred the above expenses on WLA business

Claimant's signature:

A handwritten signature in black ink, appearing to read 'Gary Grief', is written over a horizontal line.

Authorization:

# TRAVEL VOUCHER / FORM

1. Archive reference number <b>11823</b>	2. Agency number 362	3. Agency name Texas Lottery Commission					4. Current document number <b>11800343</b>
	5. Effective date (Agency use)	6. Doc date (First date of travel) 09/11/17	7. Doc agency 362	8. FY <del>1880</del> 17	9. Document amount \$ 2,089.25		
10. Pay to: Gary N. Grief Austin, TX				<b>PAID</b> PAYMENT # <u>1475130</u>		11. Title Executive Director	
						12 Designated headquarters Austin, TX	
13. Texas Identification number 70025262448PRI		14. AGENCY USE <b>SEP 28 2017</b> <b>DIRECT DEPOSIT / WARRANT</b>					

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	13009	225	5025	25009	18	7111	\$ 100.00
001	INVOICE NUMBER		PMT DUE DATE <b>10-25-17</b>	AGENCY USE 00100 Executive			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	13009	225	5025	25009	18	7112	\$ 14.10
002	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	13009	225	5025	25009	18	7114	\$ 1,679.00
003	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

16. Service date (Last date of travel) 9/16/17	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
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18. DISTRIBUTION							AMOUNT	
<b>Expense itemization for in-state travel:</b>								
Fares, Public transportation	Taxi		Air fare		Rental car			
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total					Miles @ (Rate set by Legislature)	.535	\$ 0.00	
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields								
Hotel Occupancy Tax								
Parking	Description:							
Incidental expenses (Itemize)								
<b>Expense itemization for out-of-state travel:</b>								
Fares, Public transportation	Taxi	100.00	Air fare	<del>881.60</del> CBA	Rental car		\$ 100.00	
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total					26.35	Miles @ (Rate set by Legislature)	.535	\$ 14.10
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields							\$ 1,679.00	
Parking	Description: Airport - 6 days @ \$10.50						\$ 63.00	
Incidental expenses (Itemize) Travel agent fee - \$11.79 (CBA); Hotel taxes - \$198.15; Baggage fees: \$35.00							\$ 233.15	
<b>TOTAL</b>							<b>\$ 2,089.25</b>	

19. I certify that the expense account shown above is true, correct, and unpaid.

20. Contact name <b>9/26/17</b>	Date 9/25/17	21. Agency use <b>9/26/17</b>	Date
22. Agency Approval <b>sign here</b> Kathryn Ryma	Supervisor <b>sign here</b>	Title	Date 9/27/17

TRAVEL VOUCHER / FORM CONTINUATION

1. Doc agency 362	2. Current document number <i>11800343</i>
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15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
004	13009	225	5025	25009	18	7115	\$ 296.15
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT							J.	TOTAL MEALS & LODGING			K.	TOTAL ACTUAL EXPENSE		L.

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
09/11/17	10	40	a								\$ 64.00	\$ 259.00	\$ 323.00	
09/12/17											\$ 64.00	\$ 259.00	\$ 323.00	
09/13/17											\$ 64.00	\$ 259.00	\$ 323.00	
09/14/17											\$ 64.00	\$ 259.00	\$ 323.00	
09/15/17											\$ 64.00	\$ 259.00	\$ 323.00	
				09/16/17	8	06	p				\$ 64.00		\$ 64.00	
TOTAL MEALS NON OVERNIGHT							V.	TOTAL MEALS & LODGING			W.	TOTAL ACTUAL EXPENSE		X. \$ 1,679.00

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
09/11/17	From personal residence in Austin, TX to Austin Bergstrom International Airport (ABIA) via personal vehicle (during normal work hours; employee only claiming mileage from Lottery headquarters to ABIA). From ABIA to Portland, OR via commercial airline to attend the North American Association of State and Provincial Lotteries (NASPL) Conference and Multistate Lottery Association (MUSL) meetings.	O	8.58
09/12/17	Attended the NASPL and MUSL meetings.		
09/13/17	Attended the NASPL meeting.		
09/14/17	Attended the NASPL meeting.		

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	<b>I</b>		OUT-OF-STATE MILEAGE TOTAL	<b>O</b>	26.35
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Use additional form or a "CONTINUATION SHEET," if additional space is needed.

**CONTINUATION SHEET**

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
09/15/17	Attended the NASPL meeting.		
09/16/17	From Portland, OR to Austin, TX via commercial airline. From ABIA to personal residence via personal vehicle (outside normal work hours). Employee was incorrectly charged \$279/night by hotel. Hotel made an adjustment to the invoice to reflect correct charge of \$259/night plus taxes resulting in \$115.30 credit back to employee (see invoice). Employee claiming the adjusted hotel rate and taxes.	O	17.77
	Taxis from airport - hotel - airport (receipts attached)		
	Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained by Mapquest.		



# INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: Travel Coordinator  
From: Gary Grief  
Date: August 2, 2017  
Re: Travel Request

2017 AUG -2 PM 1:05  
OFFICE OF THE  
CONTROLLER  
TEXAS LOTTERY COMMISSION

TRAVELER: Gary Grief  
DESTINATION: Portland, OR  
DATES OF TRAVEL: September 11-16, 2017  
MODE OF TRAVEL: Commercial Airline

**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)  
To attend the North American Association of State and Provincial Lotteries (NASPL) Conference where Mr. Grief will participate in lottery panel discussions and attend a Multistate Lottery Association (MUSL) meeting.

**ESTIMATED COSTS:**

Mileage:	\$20.00
Lodging and hotel taxes:	\$1,497.00 (\$259.00/nt + taxes)
Meals:	\$384.00
Airfare:	\$881.60 (refundable)
Incidentals:	\$100.00 (travel agent fee; taxi)
Registration Fees:	Comp
<b>TOTAL:</b>	<b>\$2,882.60</b>

\*Travel expenses are reimbursable by MUSL.

EMPLOYEE: *Gary Grief* DATE: 8/2/17

MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTROLLER: *Kathy Perna* DATE: 8/2/17  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: *Alfonso D. Royal III* DATE: 8/3/17  
(signature required for out-of-state travel only)



**Name and Mailing Address for Payment:**

Texas Lottery Commission  
 PO Box 16630  
 Austin, TX 78761-6630

**TRAVEL**

Departure	Return	Destination/Purpose	Flight Total	MUSL	PB
9/11/2017	9/16/2017	Portland	\$881.60	\$440.80	\$440.80

For per diem M&IE rates see <http://www.gsa.gov>. For U.S. cities not listed, the current M&IE rate is \$39. First & Last day of Travel is limited to 75% of total day.

Rate for Portland, OR \$64- Exclude MUSL-provided meals using the following breakdown Brkfst - 18%; Lunch - 28%; Dinner 54%.

**LODGING**

End Date	Lodging Description	Invoice	Less Food	Lodging Net	MUSL	PB
9/16/2017	Hotel Eastlund	\$1,493.15		\$1,493.15	\$746.58	\$746.58
	Invoice adjusted to reflect corrected room rate of					
	\$259/nt + taxes; Credit card was credited for difference					

**MEALS**

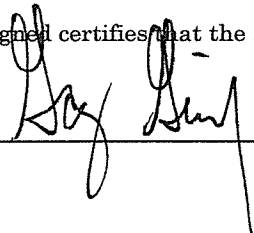
Brkfst	Lunch	Dinner	Dir's Dinner	Per Diem	MUSL	PB
9/11/2017	\$8.64	\$13.44	\$25.92	\$48.00	\$24.00	\$24.00
9/12/2017	\$11.52	\$17.92	\$34.56	\$64.00	\$32.00	\$32.00
9/13/2017	\$11.52	\$0.00	\$34.56	\$46.08	\$23.04	\$23.04
9/14/2017	\$11.52	\$0.00	\$34.56	\$46.08	\$23.04	\$23.04
9/15/2017	\$11.52	\$0.00	\$34.56	\$46.08	\$23.04	\$23.04
9/16/2017	\$8.64	\$13.44	\$25.92	\$48.00	\$24.00	\$24.00

**MISCELLANEOUS**

Date	Explanation	Amount	MUSL	PB
thru 9/16/17	Travel agent fee	\$11.79	\$5.90	\$5.90
thru 9/16/17	Mileage from Lottery HQ to airport (8.58mi); airport to residence (17.77mi) @ .535	\$14.10	\$7.05	\$7.05
thru 9/16/17	Taxi from airport to hotel; hotel to airport	\$100.00	\$50.00	\$50.00
thru 9/16/17	Airport parking	\$63.00	\$31.50	\$31.50
thru 9/16/17	Baggage fee	\$35.00	\$17.50	\$17.50
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
<b>Totals</b>		\$2,896.88	\$1,448.44	\$1,448.44

The undersigned certifies that the above expenses are qualified business expenses.

\$2,896.88

  
 \_\_\_\_\_  
 Signature

9/25/17

**TRAVEL VOUCHER / FORM**

1. Archive reference number <b>11890</b>	2. Agency number 362	3. Agency name Texas Lottery Commission					4. Current document number <b>11801019</b>
5. Effective date (Agency use)		6. Doc date (First date of travel) 10/10/17	7. Doc agency 362	8. FY 18	9. Document amount \$ 331.18		
10. Pay to: Gary N. Grief Austin, TX				<b>PAID</b> PAYMENT # <b>1690647</b> <b>OCT 20 2017</b>		11. Title Executive Director	
13. Texas Identification number 70025262448PRI				12 Designated headquarters Austin, TX			
14. AGENCY USE <b>DIRECT DEPOSIT / WARRANT</b>							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009	225	5025	25009	18	7112	\$ 14.10
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
		<b>11-17-17</b>		00100 Executive			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7114	\$ 277.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7115	\$ 40.08
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

16. Service date (Last date of travel) 10/11/17	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
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18. DISTRIBUTION	AMOUNT
<b>Expense itemization for in-state travel:</b>	
Fares, Public transportation Taxi	
Air fare	
Rental car	
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total	Miles @ (Rate set by Legislature) .535 \$ 0.00
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields	
Hotel Occupancy Tax	
Parking	Description:
Incidental expenses (Itemize)	
<b>Expense itemization for out-of-state travel:</b>	
Fares, Public transportation Taxi	
Air fare <b>999.60-CBA</b>	Rental car
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total	26.35 Miles @ (Rate set by Legislature) .535 \$ 14.10
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields	
Parking	Description: Airport - 2 days @ \$10.50 \$ 21.00
Incidental expenses (Itemize) Travel agent fee - \$11.79 (CBA); Hotel taxes - \$19.08 \$ 19.08	
<b>TOTAL</b>	<b>\$ 331.18</b>

19. I certify that the expense account shown above is true, correct, and unpaid.

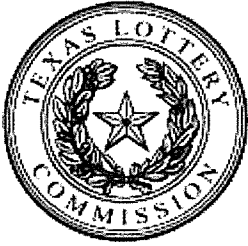
Claimant <b>sign here</b> <i>[Signature]</i>	Date 10-18-17	Supervisor <b>sign here</b> <i>[Signature]</i>	Date
20. Contact name <i>[Signature]</i> 10/18/17		21. Agency use Phone (Area code and number) <i>[Signature]</i> 10/19/17	
22. Agency Approval <b>sign here</b> <i>[Signature]</i>		Title Date 10/19/2017	

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT							J.	TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L.	

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
10/10/17	10	15	a								\$ 59.00	\$ 159.00	\$ 218.00	
				10/11/17	9	55	p				\$ 59.00		\$ 59.00	
TOTAL MEALS NON OVERNIGHT							V.	TOTAL MEALS & LODGING		W.	TOTAL ACTUAL EXPENSE		X. \$ 277.00	

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
10/10/17	From personal residence in Austin, TX to Austin Bergstrom International Airport (ABIA) via personal vehicle (during normal work hours; employee only claiming mileage from Lottery headquarters to ABIA). From ABIA to Des Moines, IA via commercial airline to attend a Multistate Lottery Association (MUSL) meeting.	O	8.58
10/11/17	From Des Moines, IA to Austin, TX via commercial airline. From ABIA to personal residence via personal vehicle (outside normal work hours). Hotel receipt shows Oklahoma Lottery Director, Rollo Redburn's name because hotel reservation was made for two rooms under Mr. Redburn's name. However, Mr. Grief paid for his own hotel room per attached credit card statement.	O	17.77
	Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained by Mapquest.		

Use additional form or a "CONTINUATION SHEET," if additional space is needed.



# INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: September 26, 2017

Re: Travel Request

TRAVELER: Gary Grief

DESTINATION: Des Moines/Urbandale, Iowa

DATES OF TRAVEL: October 10-11, 2017

MODE OF TRAVEL: Commercial Airline

**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)

To attend a Multistate Lottery Association (MUSL) meeting.

2017 SEP 26 PM 3:22  
OFFICE OF THE  
CONTROLLER  
TEXAS LOTTERY COMMISSION  
IOWA

**\*ESTIMATED COSTS:**

Mileage:	\$20.00
Lodging and hotel taxes:	Direct bill to MUSL
Meals:	\$118.00
Airfare:	\$999.60 (refundable fare)
Incidentals:	\$100.00 (travel agent fee, airport parking; taxi)
Registration Fees:	

TOTAL: ✓ \$1,237.60

\*Travel expenses are reimbursable by MUSL.

EMPLOYEE: [Signature] DATE: 9/26/17

MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTROLLER: Kathryn Ryan DATE: 9/27/17  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: [Signature] DATE: 9/27/17  
(signature required for out-of-state travel only)

[Handwritten mark]

**Name and Mailing Address for Payment:**

Texas Lottery Commission  
 PO Box 16630  
 Austin, TX 78761-6630

**TRAVEL**

Departure	Return	Destination/Purpose	Flight Total	MUSL
10/10/2017	10/11/2017	DSM -MUSL meeting	\$999.60	\$999.60

For per diem M&IE rates see <http://www.gsa.gov>. For U.S. cities not listed, the current M&IE rate is \$39. First & Last day of Travel is limited to 75% of total day.  
 Rate for Des Moines \$59. Exclude MUSL-provided meals using the following breakdown Brkfst - 18%; Lunch - 28%; Dinner 54%.

**LODGING**

End Date	Lodging Description	Invoice	Less Food	Lodging Net	MUSL
10/11/2017	Hilton Garden Inn	\$178.08		\$178.08	\$178.08
	Invoice reflects Rollo Redburn's name because rooms were reserved under Mr. Redburn's name.				
	However, Mr. Grief paid for his own room per attached credit card statement.				

**MEALS**

	Brkfst	Lunch	Dinner	Dns Dinner	Per Diem	MUSL
10/10/2017	\$7.97	\$12.39	MUSL		\$20.36	\$20.36
10/11/2017	\$7.97	MUSL	\$23.90		\$31.87	\$31.87
					\$0.00	\$0.00
					\$0.00	\$0.00

**MISCELLANEOUS**

Date	Explanation	Amount	MUSL
thru 10/11/17	Travel Agent fee	\$11.79	\$11.79
thru 10/11/17	Mileage from Lottery headquarters to Austin airport;	\$14.10	\$14.10
thru 10/11/17	Austin airport to personal residence		
	Airport parking	\$21.00	\$21.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
<b>Totals</b>		\$1,276.80	\$1,276.80
		\$0.00	\$0.00
		\$0.00	\$1,276.80

The undersigned certifies that the above expenses are qualified business expenses.

\$1,276.80

Signature \_\_\_\_\_  
 MUSL\_mtg\_Des Moines\_10-10-17\_10/19/2017

10/18/17

**TRAVEL VOUCHER / FORM**

1. Archivé reference number <b>11945</b>	2. Agency number 362	3. Agency name Texas Lottery Commission					4. Current document number <b>11801500</b>
5. Effective date (Agency use)	6. Doc date (First date of travel) 10/24/17	7. Doc agency 362	8. FY 18	9. Document amount \$ 434.10			

10. Pay to: Gary N. Grief Austin, TX	11. Title Executive Director
PAID PAYMENT # <b>2333032</b> NOV -7 2017	
12 Designated headquarters Austin, TX	

13. Texas Identification number 70025262448PRI	14. AGENCY USE DIRECT DEPOSIT / WARRANT
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15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	13009	225	5025	25009	18	7111	\$ 102.00
001	INVOICE NUMBER		PMT DUE DATE <b>12/02/17</b>	AGENCY USE 00100 Executive			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	13009	225	5025	25009	18	7112	\$ 14.10
002	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	13009	225	5025	25009	18	7114	\$ 276.00
003	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

16. Service date (Last date of travel) 10/27/17	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
--	--

18. DISTRIBUTION	AMOUNT
<b>Expense itemization for in-state travel:</b>	
Fares, Public transportation Taxi	
Air fare	
Rental car	
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total	Miles @ (Rate set by Legislature) .535 \$ 0.00
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields	
Hotel Occupancy Tax	
Parking Description:	
Incidental expenses (Itemize)	
<b>Expense itemization for out-of-state travel:</b>	
Fares, Public transportation Taxi	102.00
Air fare	<b>618.00-CBA</b>
Rental car	\$ 102.00
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total	26.35 Miles @ (Rate set by Legislature) .535 \$ 14.10
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields	\$ 276.00
Parking Description: Airport - 4 days @ \$10.50	\$ 42.00
Incidental expenses (Itemize) Travel agent fee - \$11.79 (CBA); Travel agent change fee - \$5.00 (CBA) return flt changed to return on 10/27 vs 10/28 as originally booked due to schedule change.	
<b>TOTAL</b>	<b>\$ 434.10</b>

19. I certify that the expense account shown above is true, correct, and unpaid.

sign here Claimant <i>[Signature]</i>	Date 11/2/17	sign here Supervisor <i>[Signature]</i>	Date 11/3/17
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20. Contact name  
*Jeanette Davis* 11/3/17 *[Signature]* *for Velasquez*

21. Agency use  
Title  
Date  
11/6/2017

22. Agency Approval  
sign here  
*Kaomy Ryna*

1. Doc agency 362	2. Current document number 11801500
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TRAVEL VOUCHER / FORM CONTINUATION

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
004	13009	225	5025	25009	18	7115	\$ 42.00
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L.

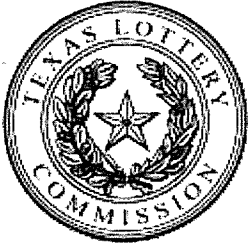
OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
10/24/17	10	35	a								\$ 69.00		\$ 69.00	
10/25/17											\$ 69.00		\$ 69.00	
10/26/17											\$ 69.00		\$ 69.00	
				10/27/17	8	06	p				\$ 69.00		\$ 69.00	
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING		W.	TOTAL ACTUAL EXPENSE		X. \$ 276.00

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
10/24/17	From personal residence in Austin, TX to Austin Bergstrom International Airport (ABIA) via personal vehicle (during normal work hours; employee only claiming mileage from Lottery headquarters to ABIA). From ABIA to Atlanta, GA via commercial airline to attend the Public Gaming Research Institute (PGRI) Expo and attend Multistate Lottery Association (MUSL) meetings.	O	8.58
10/25/17	Attended MUSL meetings and the PGRI Expo.		
10/26/17	Attended the PGRI Expo.  Hotel was direct billed to MUSL. Taxis from airport - hotel - airport.		
10/27/17	From Atlanta, GA to Austin, TX via commercial airline. From ABIA to personal residence via personal vehicle (outside normal work hours). Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained by Mapquest.	O	17.77

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	I		OUT-OF-STATE MILEAGE TOTAL	O	26.35
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# INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: August 29, 2017

Re: Travel Request

2017 AUG 29 PM 4: 21  
OFFICE OF THE CONTROLLER  
TEXAS LOTTERY COMMISSION

TRAVELER: Gary Grief

DESTINATION: Atlanta, GA

DATES OF TRAVEL: October 24-28, 2017

MODE OF TRAVEL: Commercial Airline

**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)

To attend the Public Gaming Research Institute Lottery Expo 2017 for participation in lottery industry presentations and discussions. Mr. Grief will also attend a Multistate Lottery Association (MUSL) Board meeting.

**\*ESTIMATED COSTS:**

Mileage:	\$20.00
Lodging and hotel taxes:	*\$1,360.47 (\$284 rate + 16.5% tax per night)
Meals:	\$345.00
Airfare:	\$616.60 (refundable fare)
Incidentals (parking, rent car fuel, etc.):	\$200.00 (travel agent fee, airport parking, taxis)
Registration Fees:	COMPLIMENTARY
<b>TOTAL:</b>	<b>\$2,542.07</b>

\*Travel expenses are reimbursable by MUSL.

\*\*Actual lodging expense and Group Program Exception for room rate.

EMPLOYEE: Gary Grief DATE: 8/29/17

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTROLLER: Kaony Poma DATE: 8/29/17  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: Alfonso D. Royal III DATE: 8/30/17  
(signature required for out-of-state travel only)

**Name and Mailing Address for Payment:**

Texas Lottery Commission PO Box 16630 Austin, TX 78761-6630
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**TRAVEL**

Departure	Return	Destination/Purpose	Flight Total	MUSL	M2G2
10/24/2017	10/27/2017	ATL Board/M2G2	\$618.60	\$309.30	\$309.30

For *per diem* M&IE rates see <http://www.gsa.gov>. For U.S. cities not listed, the current M&IE rate is \$39. First & Last day of Travel is limited to 75% of total day. Rate for Atlanta = \$69 - Exclude MUSL-provided meals using the following breakdown Brkfst - 18%; Lunch - 28%; Dinner 54%.

**LODGING**

End Date	Lodging Description	Invoice	Less Food Lodging Net	MUSL	M2G2
	Direct bill to MUSL	\$0.00	\$0.00	\$0.00	\$0.00

**MEALS**

	Brkfst	Lunch	Dinner	Dir's Dinne	Per Diem	MUSL	M2G2
10/24/2017	\$9.32	\$14.49	\$0.00		\$23.81	\$11.90	\$11.90
10/25/2017	\$0.00	\$0.00	\$37.26		\$37.26	\$18.63	\$18.63
10/26/2017	\$12.42	\$19.32	\$37.26		\$69.00	\$34.50	\$34.50
10/27/2017	\$9.32	\$14.49	\$27.95		\$51.75	\$25.88	\$25.88
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00

**MISCELLANEOUS**

Date	Explanation	Amount	MUSL	M2G2
thru 10/27/17	Taxis -airport-hotel-airport	\$102.00	\$51.00	\$51.00
thru 10/27/17	Travel agent fee (original booking \$11.79 + change fee \$5.00 to revise return flight)	\$16.79	\$8.40	\$8.40
thru 10/27/17	Mileage -Lottery HQ-airport-personal residence	\$14.10	\$7.05	\$7.05
thru 10/27/17	Airport parking	\$42.00	\$21.00	\$21.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
<b>Totals</b>		\$975.31	\$487.65	\$487.65

The undersigned certifies that the above expenses are qualified business expenses.

\$975.31

\_\_\_\_\_  
Signature

**TRAVEL VOUCHER / FORM**

1. Archive reference number <b>12192</b>	2. Agency number <b>362</b>	3. Agency name <b>Texas Lottery Commission</b>					4. Current document number <b>11802615</b>
5. Effective date (Agency use)		6. Doc date (First date of travel) <b>01/23/18</b>	7. Doc agency <b>362</b>	8. FY <b>18</b>	9. Document amount <b>\$ 739.08</b>		
10. Pay to: <b>Gary N. Grief Austin, TX</b>			11. Title <b>Executive Director</b>		12 Designated headquarters <b>Austin, TX</b>		
13. Texas identification number <b>70025262448PRI</b>			14. AGENCY USE <b>FEB 14 2018 DIRECT DEPOSIT / WARRANT</b>				

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009	225	5025	25009	18	7104	\$ 656.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
		<b>3-10-18</b>		<b>00100 Executive</b>			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7105	\$ 53.32
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7135	\$ 29.76
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

16. Service date (Last date of travel) <b>1/27/18</b>	17. Description (Agency use only) <b>All travel conducted for official Texas Lottery business.</b>
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18. DISTRIBUTION	AMOUNT
<b>Expense itemization for in-state travel:</b>	
Fares, Public transportation Taxi	
Air fare	
Rental car	
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total	Miles @ (Rate set by Legislature) .545 \$ 0.00
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields	\$ 656.00
Hotel Occupancy Tax	\$ 29.76
Parking Description:	
Incidental expenses (Itemize) Hotel local tax \$53.32	\$ 53.32
<b>Expense itemization for out-of-state travel:</b>	
Fares, Public transportation Taxi	
Air fare	
Rental car	
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total	Miles @ (Rate set by Legislature) .545 \$ 0.00
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields	
Parking Description:	
Incidental expenses (Itemize)	
<b>TOTAL</b>	<b>\$ 739.08</b>

19. I certify that the expense account shown above is true, correct, and unpaid.

20. Claimant <b>sign here</b> <i>[Signature]</i>	Date <b>2/8/18</b>	20. Supervisor <b>sign here</b> <i>[Signature]</i>	Date
21. Agency use <b>sign here</b> <i>[Signature]</i>		Date <b>2/12/18</b>	
22. Agency Approval <b>sign here</b> <i>[Signature]</i>		Date <b>2/12/18</b>	

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
01/23/18	1	00	p								\$ 64.00	\$ 248.00	\$ 312.00	
01/24/18											\$ 64.00	\$ 248.00	\$ 312.00	
01/25/18											\$ 32.00		\$ 32.00	
01/26/18	Pers onal time			01/27/18	5	00	p							
					Pers onal time									
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L. \$ 656.00

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING		W.	TOTAL ACTUAL EXPENSE		X.

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
01/23/18	From personal residence in Austin, TX to San Antonio, TX via personal vehicle to attend the Pollard Global Xchange Client Conference.		
01/24/18	Attended the Conference.		
01/25/18	Attended the Conference. Employee remained in San Antonio after the conference on personal time and expense. Employee is not claiming mileage or parking for this trip.		
01/26/18	Personal Time.		

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	<b>I</b>	OUT-OF-STATE MILEAGE TOTAL	<b>O</b>
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# INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: Travel Coordinator

From: Sheila Sanchez

Date: November 29, 2017

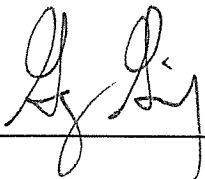
Re: Travel Request

TRAVELER: **Gary Grief**  
 DESTINATION: San Antonio, TX  
 DATES OF TRAVEL: 1/23/18 – 1/27/18  
 MODE OF TRAVEL: Personal Vehicle (no expense to State)

PURPOSE OF TRAVEL & EXPECTED BENEFITS: Gary Grief will be attending the Pollard Global Xchange Client Conference in San Antonio, Texas. The Conference ends on January 25, but Mr. Grief will remain in San Antonio until January 27 on personal time and expense.

ESTIMATED COSTS:

Registration	\$0.00	complimentary
Lodging	\$496.00	(\$248 x 2 nights)
Meals	\$160.00	(\$64 x 2 days; \$32 x 1 day)
Mileage	\$0.00	Personal expense
<b>TOTAL:</b>	<b>\$656.00</b>	

EMPLOYEE: 

DATE: 11/29/17

MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTROLLER: \_\_\_\_\_  
(signature required for out-of-state travel only)

DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_  
(signature required for out-of-state travel only)

DATE: \_\_\_\_\_

# TRAVEL VOUCHER / FORM

1. Archival reference number <b>12325</b>	2. Agency number <b>362</b>	3. Agency name <b>Texas Lottery Commission</b>					4. Current document number <b>11803127</b>
5. Effective date (Agency use)		6. Doc date (First date of travel) <b>02/26/18</b>	7. Doc agency <b>362</b>	8. FY <b>18</b>	9. Document amount <b>\$327.36 \$321.36</b>		
10. Pay to: <b>Gary N. Grief Austin, TX</b>				<b>PAID PAYMENT #5875960 MAR 27 2018</b>		11. Title <b>Executive Director</b>	
13. Texas Identification number <b>70025262448PRI</b>				14. AGENCY USE <b>DIRECT DEPOSIT / WARRANT</b>			
12 Designated headquarters <b>Austin, TX</b>							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009	225	5025	25009	18	7112	\$ 14.36
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
		<b>4-18-18</b>		<b>00100 Executive</b>			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7114	\$ 246.00 <sup>80</sup> \$240.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7115	\$ 67.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

16. Service date (Last date of travel) <b>3/1/18</b>	17. Description (Agency use only) <b>All travel conducted for official Texas Lottery business.</b>
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18. DISTRIBUTION							AMOUNT
<b>Expense itemization for in-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car				
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total				Miles @ (Rate set by Legislature)	.545		\$ 0.00
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields							
Hotel Occupancy Tax							
Parking	Description:						
Incidental expenses (Itemize)							
<b>Expense itemization for out-of-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car				
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total				26.35	Miles @ (Rate set by Legislature)	.545	\$ 14.36 <sup>80</sup>
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields							\$246.00 \$240.00
Parking	Description: Airport parking 10.50 X 4 days						\$ 42.00
Incidental expenses (Itemize) Travel agent fee (\$11.79 + \$11.79)-CBA; United Airline baggage fees (\$25.00)							\$ 25.00
<b>TOTAL</b>							<b>\$ 327.36 \$321.36</b>

19. I certify that the expense account shown above is true, correct, and unpaid.

20. Contact name <b>[Signature]</b>	Date <b>3-19-18</b>	21. Agency use <b>[Signature]</b>	Date <b>3/20/18</b>
22. Agency Approval <b>[Signature]</b>	Title <b>Kathy Ryan</b>	Date <b>3/26/18</b>	

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE				
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL	
Date	Hour	Min.	m.	Date	Hour	Min.	m.								
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING			K.	TOTAL ACTUAL EXPENSE		L.

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE				
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL	
Date	Hour	Min.	m.	Date	Hour	Min.	m.								
02/26/18	12	31	p									\$ 59.00 <sup>59</sup>			
												\$ 56.00	\$ 56.00		
02/27/18												\$ 56.00	\$ 56.00		
02/28/18												\$ 64.00	\$ 64.00		
				03/01/18	7	29	p					\$ 64.00	\$ 64.00		
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING			W.	TOTAL ACTUAL EXPENSE		X. \$ 246.00 <sup>59</sup>

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
02/26/18	From personal residence in Austin, TX to Austin Bergstrom International Airport (ABIA) via personal vehicle (during normal work hours; claiming mileage from headquarters to ABIA only). From ABIA to Des Moines, IA via commercial airline to attend a Multistate Lottery Association (MUSL) Executive Committee meeting.	O	8.58
02/27/18	Attended the MUSL Executive Committee meeting.		
02/28/18	From Des Moines, IA to Portland, OR via commercial airline to meet with Oregon Lottery representatives for an overview of Oregon Lottery operations.		
03/01/18	From Portland, OR to Austin, TX via commercial airline. From ABIA to personal residence via personal vehicle (outside normal work hours). Lodging was directly billed to MUSL.	O	17.77

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	I	OUT-OF-STATE MILEAGE TOTAL	O	26.35
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# INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: February 14, 2018

Re: Travel Request

TRAVELER: Gary Grief

DESTINATION: Des Moines/Urbandale, IA & Portland, OR

DATES OF TRAVEL: February 26 – March 1, 2018

MODE OF TRAVEL: Commercial Airline

**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)

To attend a Multistate Lottery Association (MUSL) Executive Committee meeting in Urbandale, Iowa on Feb. 27. Will fly from Des Moines, IA to Portland, OR on Feb. 28 to meet with Oregon Lottery representatives for an overview of Oregon Lottery operations.

**\*ESTIMATED COSTS:**

Mileage:	\$20.00
Lodging and hotel taxes:	Coordinated by MUSL
Meals:	\$246.00(\$59/day in IA for 2 days; \$64/day in OR for 2 days) ✓
Airfare:	\$1,361.00 (refundable fare) ✓
Incidentals:	\$100.00 (travel agent fee, airport parking; taxi)
Registration Fees:	

TOTAL: \$1,727.00 ✓

\*Travel expenses are reimbursable by MUSL.

EMPLOYEE: [Signature] DATE: 2/14/18

MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTROLLER: Kathy [Signature] DATE: 2/14/18  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: [Signature] DATE: 2/14/18  
(signature required for out-of-state travel only)

# MUSL EXPENSE CLAIM FORM

Name and Mailing Address for Payment:

Texas Lottery Commission  
 PO Box 16630  
 Austin, TX 78761-6630

**TRAVEL**

Departure	Return	Destination/Purpose	Flight Total	MUSL
2/26/2018	3/1/2018	Des Moines, IA to attend MUSL Executive Committee mtg. and to Portland, OR for overview of Oregon Lottery Ops.	\$1,361.00	\$1,361.00

For per diem M&IE rates see <http://www.gsa.gov>. For U.S. cities not listed, the current M&IE rate is \$39. First & Last day of Travel is limited to 75% of total day. Rate for Des Moines = \$59 Rate for Portland = \$64. Exclude MUSL-provided meals using the following breakdown Brkfst - 18%; Lunch - 28%; Dinner 54%.

**LODGING**

End Date	Lodging Description	Invoice	Less Food	Lodging Net	MUSL
3/1/2018	MUSL			\$0.00	\$0.00

**MEALS**

	Brkfst	Lunch	Dinner	Per Diem	MUSL
2/26/2018	\$7.97	\$12.39	MUSL	\$20.36	\$20.36
2/27/2018	\$10.62	MUSL	\$31.86	\$42.48	\$42.48
2/28/2018	\$11.52	\$17.92	MUSL	\$29.44	\$29.44
3/1/2018	\$8.64	\$13.44	\$25.92	\$48.00	\$48.00

**MISCELLANEOUS**

Date	Explanation	Amount	MUSL
thru 3/1/18	Airport parking	\$42.00	\$42.00
thru 3/1/18	Mileage (HQ-airport-residence; 26.35 miles x .545)	\$14.36	\$14.36
thru 3/1/18	Travel agent booking fees (\$11.79 + \$11.79)	\$23.58	\$23.58
thru 3/1/18	Airline baggage fees	\$25.00	\$25.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
<b>Totals</b>		\$1,606.22	\$1,606.22

The undersigned certifies that the above expenses are qualified business expenses.

Total Due Claimant: \$1,606.22

3-19-18

Signature  
 Copy of copy of DSM ComExec 26-28 3/17/2018

TRAVEL VOUCHER / FORM

1. Archive reference number <b>1244</b>	2. Agency number 362	3. Agency name Texas Lottery Commission					4. Current document number <b>11803512</b>
5. Effective date (Agency use)	6. Doc date (First date of travel) 04/13/18	7. Doc agency 362	8. FY 18	9. Document amount \$ 212.26			

10. Pay to: Gary N. Grief Austin, TX	<b>PAID PAYMENT # 0637914</b>	11. Title Executive Director
		12 Designated headquarters Austin, TX

13. Texas Identification number 70025262448PRI	14. AGENCY USE APR 26 2018 DIRECT DEPOSIT / WARRANT
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15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009	225	5025	25009	18	7102	\$ 3.77
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
		5-19-18	00100 Executive				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7104	\$ 184.00
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7105	\$ 19.21
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

16. Service date (Last date of travel) 4/14/18	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
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18. DISTRIBUTION							AMOUNT
<b>Expense itemization for in-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car	COA			
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total	6.92	Miles @ (Rate set by Legislature)	.545				\$ 3.77
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields						\$ 184.00	
Hotel Occupancy Tax						\$ 5.28	
Parking	Description:						
Incidental expenses (Itemize) Hotel local tax \$7.92; Gas for rental car \$11.29						\$ 19.21	
<b>Expense itemization for out-of-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car				
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total		Miles @ (Rate set by Legislature)	.545				\$ 0.00
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields							
Parking	Description:						
Incidental expenses (Itemize)							
<b>TOTAL</b>						<b>\$ 212.26</b>	

19. I certify that the expense account shown above is true, correct, and unpaid.

sign here Claimant <i>[Signature]</i>	Date 4-19-18	sign here Supervisor <i>[Signature]</i>	Date
20. Contact name <i>[Signature]</i>	4/24/18	Phone (Area code and number)	21. Agency use
22. Agency Approval sign here <i>[Signature]</i>	Date 4/24/18	Title	Date
Agency Approval sign here <i>[Signature]</i>	Date 4/24/18	Title	Date

TRAVEL VOUCHER / FORM CONTINUATION

1. Doc agency	2. Current document number
362	11803512

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
004	13009	225	5025	25009	18	7135	\$ 5.28
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

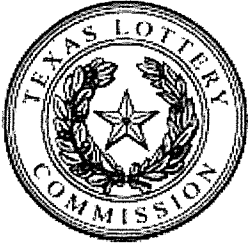
IN-STATE MEALS AND LODGING											ACTUAL EXPENSE						
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL			
Date	Hour	Min.	m.	Date	Hour	Min.	m.										
04/13/18	10	00	a								\$ 64.00	\$ 88.00	\$ 152.00				
				04/14/18	12	00	p				\$ 32.00		\$ 32.00				
TOTAL MEALS NON OVERNIGHT											J.	TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L. \$ 184.00

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE						
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL			
Date	Hour	Min.	m.	Date	Hour	Min.	m.										
TOTAL MEALS NON OVERNIGHT											V.	TOTAL MEALS & LODGING		W.	TOTAL ACTUAL EXPENSE		X.

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
04/13/18	Family member drove Mr. Grief from personal residence to Enterprise Rental Car agency (during normal work hours; claiming lesser mileage from Lottery headquarters to Enterprise Rental Car). From Austin, TX to Irving, TX via rental car to attend the Lottery Plaza kick off event at Toyota Music Factory. Lottery employee, Ryan Mindell also rode with Mr. Grief. Overnight lodging at Hyatt Place-Las Colinas.	I	.82
04/14/18	From Irving, TX to Austin, TX via rental car. Family member drove Mr. Grief from Enterprise Rental Car agency to personal residence (outside normal work hours).	I	6.1
	Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained from Mapquest and Google Maps (Mr. Grief's new residence address is not yet available on Mapquest).		

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	I	6.92	OUT-OF-STATE MILEAGE TOTAL	O	
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# INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: April 10, 2018

Re: Travel Request

TRAVELER: Gary Grief

DESTINATION: Irving, TX

DATES OF TRAVEL: April 13-14, 2018

MODE OF TRAVEL: Rental Car

**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)

To attend the Texas Lottery Plaza "Kick Off" and ribbon-cutting event at the Toyota Music Factory.

**\*ESTIMATED COSTS:**

Mileage:	\$
Lodging and hotel taxes:	\$88.00 plus taxes
Meals:	\$128.00
Rental Car:	\$94.19

**TOTAL: \$310.19**

EMPLOYEE:  DATE: 4-10-18

MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTROLLER: \_\_\_\_\_ DATE: \_\_\_\_\_

(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

(signature required for out-of-state travel only)

**TRAVEL VOUCHER / FORM**

1. Archive reference number <b>12624</b>	2. Agency number 362	3. Agency name Texas Lottery Commission					4. Current document number <b>11804050</b>
5. Effective date (Agency use)	6. Doc date (First date of travel) 05/09/18	7. Doc agency 362	8. FY 18	9. Document amount \$ 336.84			

10. Pay to: Gary N. Grief Austin, TX	<b>PAID</b> PAYMENT # <b>1460368</b> <b>JUN 07 2018</b>	11. Title Executive Director
		12 Designated headquarters Austin, TX

13. Texas Identification number 70025262448PRI	14. AGENCY USE <b>DIRECT DEPOSIT / WARRANT</b>
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15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009	225	5025	25009	18	7111	\$ 137.00
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
		<b>6-30-18</b>	00100 Executive				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7112	\$ 8.34
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7114	\$ 160.00
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

16. Service date (Last date of travel) 5/11/18	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
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18. DISTRIBUTION	AMOUNT
<b>Expense itemization for in-state travel:</b>	
Fares, Public transportation Taxi	
Air fare	
Rental car	
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total	Miles @ (Rate set by Legislature) .545 \$ 0.00
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields	
Hotel Occupancy Tax	
Parking Description:	
Incidental expenses (Itemize)	
<b>Expense itemization for out-of-state travel:</b>	
Fares, Public transportation Taxi	137.00
Air fare <b>CBA</b>	
Rental car	\$ 137.00
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total	15.31 Miles @ (Rate set by Legislature) .545 \$ 8.34
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields	\$ 160.00
Parking Description: Airport parking 10.50 X 3 days	\$ 31.50
Incidental expenses (Itemize) Travel agent fee (\$11.79) -CBA	
<b>TOTAL</b>	<b>\$ 336.84</b>

19. I certify that the expense account shown above is true, correct, and unpaid.

Claimant <b>sign here</b> <i>[Signature]</i>	Date 5/31/18	Supervisor <b>sign here</b> <i>[Signature]</i>	Date
20. Contact name <i>[Signature]</i> 5/18/18		Phone (Area code and number)	21. Agency use <i>[Signature]</i> 6/5/18
22. Agency Approval <b>sign here</b> <i>[Signature]</i>		Title	Date 6/5/18



1. Doc agency	2. Current document number
362	11804050

TRAVEL VOUCHER / FORM CONTINUATION

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
004	13009	225	5025	25009	18	7115	\$ 31.50
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
	AGENCY USE						

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L.

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
05/09/18	8	00	A									\$ 64.00		\$ 64.00
05/10/18												\$ 64.00		\$ 64.00
				05/11/18	3	38	p					\$ 32.00		\$ 32.00
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING		W.	TOTAL ACTUAL EXPENSE		X. \$ 160.00

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
05/09/18	From personal residence in Austin, TX to Austin Bergstrom International Airport (ABIA) via personal vehicle (during normal work hours; claiming mileage from headquarters to ABIA only). From ABIA to Kansas City, MO via commercial airlines to attend a Multistate Lottery (MUSL) Executive Committee meeting. Taxi from airport to hotel.	O	8.58
05/10/18	Attended the MUSL Executive Committee meeting.		
05/11/18	From Kansas City, MO to Austin, TX via commercial airline. From ABIA to personal residence via personal vehicle (during normal work hours; claiming mileage from ABIA to headquarters only). Taxi from hotel to airport.	O	6.73
	Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained by Mapquest.		



# INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: April 10, 2018

Re: Travel Request

2018 APR 10 PM 2:05  
OFFICE OF THE  
CONTROLLER  
TRAVEL

TRAVELER: Gary Grief

DESTINATION: Kansas City, MO

DATES OF TRAVEL: May 9-11, 2018

MODE OF TRAVEL: Commercial Airline

**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)  
To attend a Multistate Lottery Association (MUSL) Executive Committee meeting.

**\*ESTIMATED COSTS:**

Mileage:	\$20.00
Lodging and hotel taxes:	Coordinated by MUSL
Meals:	\$192.00
Airfare:	\$753.60 (refundable fare)
Incidentals:	\$100.00 (travel agent fee, airport parking; taxi)
Registration Fees:	

**TOTAL: \$1,065.60**

\*Travel expenses are reimbursable by MUSL.

EMPLOYEE: [Signature] DATE: 4/10/18

MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTROLLER: Kaony R... DATE: 4/10/2018  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: [Signature] DATE: 4/10/18  
(signature required for out-of-state travel only)

AG

# MUSL EXPENSE CLAIM FORM

Name and Mailing Address for Payment:

Texas Lottery Commission  
 PO Bo 16630  
 Austin, TX 78761-6630

**TRAVEL**

Departure	Return	Destination/Purpose	Flight Total	MUSL
5/9/2018	5/11/2018	KC ComExec	\$753.60	\$753.60

For per diem M&IE rates see <http://www.gsa.gov>. For U.S. cities not listed, the current M&IE rate is \$39. First & Last day of Travel is limited to 75% of total day.  
 Rate for Kansas City = \$64 - Exclude MUSL-provided meals using the following breakdown Bkfst - 18%; Lunch - 28%; Dinner 54%

**LODGING**

End Date	Lodging Description	Invoice	Less Food	Lodging Net	MUSL
				\$0.00	\$0.00

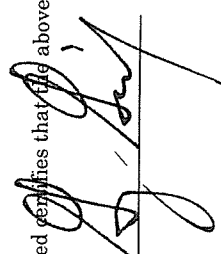
**MEALS**

5/9/2018	Brkfst	Lunch	Dinner	Per Diem	MUSL
	\$8.64	\$13.44	MUSL	\$22.08	\$22.08
5/10/2018	MUSL	MUSL	\$34.56	\$34.56	\$34.56
5/11/2018	\$8.64	\$13.44	\$25.92	\$48.00	\$48.00

**MISCELLANEOUS**

Date	Explanation	Amount	MUSL
thru 5-11-18	Mileage (HQ-ABIA-HQ) 15.31miles @.545	\$8.34	\$8.34
thru 5-11-18	Taxis (Airport-Hotel-Airport)	\$137.00	\$137.00
thru 5-11-18	Airport parking (10.50 @ 3 days)	\$31.50	\$31.50
thru 5-11-18	Travel agent fee	\$11.79	\$11.79
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
<b>Totals</b>		\$1,046.87	\$1,046.87

The undersigned certifies that the above expenses are qualified business expenses.

Signature:  5/18/18

Total Due Claimant: \$1,046.87

**TRAVEL VOUCHER / FORM**

1. Archive reference number <i>12625</i>	2. Agency number 362	3. Agency name Texas Lottery Commission					4. Current document number <i>11804051</i>
	5. Effective date (Agency use)	6. Doc date (First date of travel) 05/14/18	7. Doc agency 362	8. FY 18	9. Document amount \$ 1,064.78		
10. Pay to: Gary N. Grief Austin, TX			<b>PAID</b> PAYMENT # <i>1460368</i>		11. Title Executive Director		
			<i>JUN 07 2018</i>		12 Designated headquarters Austin, TX		
13. Texas Identification number 70025262448PRI			14. AGENCY USE <b>DIRECT DEPOSIT / WARRANT</b>				

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009	225	5025	25009	18	7111	\$ 47.00
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
		<i>6-30-18</i>	00100 Executive				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7112	\$ 12.48
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7114	\$ 870.50
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

16. Service date (Last date of travel) 5/16/18	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
---	--

18. DISTRIBUTION							AMOUNT
<b>Expense itemization for in-state travel:</b>							
Fares, Public transportation	Taxi		Air fare		Rental car		
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total				Miles @ (Rate set by Legislature)	.545		\$ 0.00
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields							
Hotel Occupancy Tax							
Parking	Description:						
Incidental expenses (Itemize)							
<b>Expense itemization for out-of-state travel:</b>							
Fares, Public transportation	Taxi	47.00	Air fare	CBA	Rental car		\$ 47.00
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total				Miles @ (Rate set by Legislature)	.545		\$ 12.48
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields							\$ 870.50
Parking	Description: Airport parking 10.50 X 3 days						\$ 31.50
Incidental expenses (Itemize) Travel agent fee (\$11.79) -CBA; Hotel Taxes - \$103.30							\$ 103.30
<b>TOTAL</b>							<b>\$ 1,064.78</b>

19. I certify that the expense account shown above is true, correct and unpaid.							
sign here Claimant <i>[Signature]</i>		Date 5/31/18		sign here Supervisor <i>[Signature]</i>		Date	
20. On behalf of <i>[Signature]</i> 5/18				Phone (Area code and number)		21. Agency use	
22. Agency Approval sign here <i>[Signature]</i>				Title		Date 6/5/18	
Agency Approval sign here <i>[Signature]</i>				Title		Date	

1. Doc agency 362	2. Current document number <b>11804051</b>
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TRAVEL VOUCHER / FORM CONTINUATION

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	13009	225	5025	25009	18	7115 -	\$ 134.80
004	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE				
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL	
Date	Hour	Min.	m.	Date	Hour	Min.	m.								
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING			K.	TOTAL ACTUAL EXPENSE		L.

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE				
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL	
Date	Hour	Min.	m.	Date	Hour	Min.	m.								
05/14/18	5	15	A								\$ 69.00	\$ 349.00	\$ 418.00		
05/15/18											\$ 69.00	\$ 349.00	\$ 418.00		
				05/16/18	5	15	p				\$ 34.50		\$ 34.50		
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING			W.	TOTAL ACTUAL EXPENSE		X. \$ 870.50

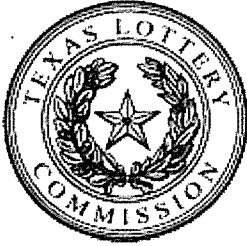
DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
05/14/18	From personal residence in Austin, TX to Austin Bergstrom International Airport (ABIA) via personal vehicle (outside normal work hours). From ABIA to Washington, DC via commercial airlines to attend La Fleur's LotMKT Conference. (actual conference name) Taxi from airport to hotel.	O	11.5
05/15/18	Attended the La Fleur's Conference.		
05/16/18	From Washington, DC to Austin, TX via commercial airlines. From ABIA to personal residence via personal vehicle (outside normal work hours). Taxi from hotel to airport.	O	11.4
	Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained by Google Maps (used Google Maps to show mileage for residence-ABIA-residence because		

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	I	OUT-OF-STATE MILEAGE TOTAL	O	22.9
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# INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: March 8, 2018

Re: Travel Request

TX LOTTERY COMMISSION  
OFFICE OF THE  
CONTROLLER  
2018 MAR -8 AM 10:19

TRAVELER: Gary Grief

DESTINATION: Washington, DC

DATES OF TRAVEL: May 14-16, 2018

MODE OF TRAVEL: Commercial Airline

**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)

To attend La Fleur's LotMKT Trends Conference and participate in related lottery industry presentations and discussions.

**ESTIMATED COSTS:**

Mileage:	\$25.00
Lodging:	*\$801.30 (\$349 rm rate + plus taxes) ^
Meals:	\$207.00 ^
Airfare:	\$635.00 (Refundable) ^
Taxi/Shuttle:	\$100.00
Incidentals:	\$100.00 (travel agent fee; airport parking)
Registration Fees:	Waived
<b>TOTAL:</b>	<b>\$1,868.30 ^</b>

\*Actual lodging expense and Group Program Exception for room rate

EMPLOYEE: [Signature] DATE: 3/8/18

MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTROLLER: Kathy Perna DATE: 3/8/18  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: [Signature] DATE: 3/8/18  
(signature required for out-of-state travel only)

3/8/18

**TRAVEL VOUCHER / FORM**

1. Archive reference number <b>12725</b>	2. Agency number 362	3. Agency name Texas Lottery Commission					4. Current document number <b>11804353</b>
5. Effective date (Agency use)	6. Doc date (First date of travel) 06/06/18	7. Doc agency 362	8. FY 18	9. Document amount \$ 453.49			
10. Pay to: Gary N. Grief Austin, TX						11. Title Executive Director	
13. Texas Identification number 70025262448PRI						12 Designated headquarters Austin, TX	
14. AGENCY USE DIRECT DEPOSIT / WARRANT							

**PAID**  
PAYMENT # **2136142**  
JUL 02 2018

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009	225	5025	25009	18	7104	\$ 389.50
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
		<b>7-21-18</b>	00100 Executive				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7105	\$ 49.47
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7135	\$ 14.52
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

16. Service date (Last date of travel) 6/8/18	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
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18. DISTRIBUTION							AMOUNT
<b>Expense itemization for in-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car	CBA			
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total						Miles @ (Rate set by Legislature)	.545
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields							\$ 389.50
Hotel Occupancy Tax							\$ 14.52
Parking	Description:						
Incidental expenses (Itemize) Hotel local tax \$26.62; Gas for rental car \$22.85							\$ 49.47
<b>Expense itemization for out-of-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car				
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total						Miles @ (Rate set by Legislature)	.545
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields							\$ 0.00
Parking	Description:						
Incidental expenses (Itemize)							
<b>TOTAL</b>							<b>\$ 453.49</b>

19. I certify that the expense account shown above is true, correct, and unpaid.							
sign here Claimant <i>[Signature]</i>		Date 6/21/18		sign here Supervisor <i>[Signature]</i>		Date	
20. Contact Name <i>[Signature]</i>				Phone (Area code and number)		21. Agency use	
22. Agency Approval sign here <i>[Signature]</i>		Title <i>[Signature]</i>		Date 6-28-18			

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
06/06/18	3	30	p								\$ 59.00	\$ 121.00	\$ 180.00	
06/07/18											\$ 59.00	\$ 121.00	\$ 180.00	
				06/08/18	1	45	p				\$ 29.50		\$ 29.50	
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L. \$ 389.50

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING		W.	TOTAL ACTUAL EXPENSE		X.

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
06/06/18	Mr. Grief was provided a courtesy ride to Enterprise Rental Car agency. From Austin, TX to Houston, TX via rental car to attend the Houston Texans Partner Summit. Lottery employees, Dale Bowersock and Heidi Moreno also rode with Mr. Grief. Overnight lodging at Hilton Americas.		
06/07/18	Attended the Houston Texans Partner Summit.		
06/08/18	Attended the Houston Texans Partner Summit. From Houston, TX to Austin, TX via rental car. Courtesy ride provided from Enterprise to Lottery headquarters.		
	Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained from Mapquest.		

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	<b>I</b>	OUT-OF-STATE MILEAGE TOTAL	<b>O</b>
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**TRAVEL VOUCHER / FORM**

1. Archive reference number <b>12724</b>	2. Agency number 362	3. Agency name Texas Lottery Commission				4. Current document number <b>11804457</b>
5. Effective date (Agency use)	6. Doc date (First date of travel) 06/10/18	7. Doc agency 362	8. FY 18	9. Document amount \$ 941.44		

10. Pay to: Gary N. Grief Austin, TX	<b>PAID PAYMENT # 2213935</b>	11. Title Executive Director
<b>JUL 11 2018</b>		12 Designated headquarters Austin, TX

13. Texas Identification number 70025262448PRI	14. AGENCY USE <b>DIRECT DEPOSIT / WARRANT</b>
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15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009	225	5025	25009	18	7111	\$ 580.59
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
		<b>8-8-18</b>	00100 Executive				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7112	\$ 13.35
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7114	\$ 295.00
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

16. Service date (Last date of travel) 6/14/18	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
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18. DISTRIBUTION	AMOUNT
<b>Expense itemization for in-state travel:</b>	
Fares, Public transportation Taxi	
Air fare	
Rental car	
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total	Miles @ (Rate set by Legislature) .545 \$ 0.00
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields	
Hotel Occupancy Tax	
Parking Description:	
Incidental expenses (Itemize)	
<b>Expense itemization for out-of-state travel:</b>	
Fares, Public transportation Taxi	
Air fare 580.59	\$ 580.59
Rental car	
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total	24.5 Miles @ (Rate set by Legislature) .545 \$ 13.35
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields	
\$ 295.00	
Parking Description: Airport parking 10.50 X 5 days	\$ 52.50
Incidental expenses (Itemize) Travel agent fee (\$11.79) -CBA	
<b>TOTAL</b>	<b>\$ 941.44</b>

19. I certify that the expense account shown above is true, correct, and unpaid.			
sign here Claimant <i>[Signature]</i>	Date 7/9/18	sign here Supervisor	Date
20. Contact name <i>[Signature]</i>		Phone (Area code and number)	21. Agency use
22. Agency Approval sign here <i>[Signature]</i>		Title	Date 7/10/18
Agency Approval sign here <i>[Signature]</i>		Title	Date 7-10-18

1. Doc agency	2. Current document number
362	11804457

**TRAVEL VOUCHER / FORM CONTINUATION**

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
004	13009	225	5025	25009	18	7115	\$ 52.50
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE				
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL	
Date	Hour	Min.	m.	Date	Hour	Min.	m.								
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING			K.	TOTAL ACTUAL EXPENSE		L.

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE				
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL	
Date	Hour	Min.	m.	Date	Hour	Min.	m.								
06/10/18	5	30	a									\$ 59.00	\$ 59.00		
06/11/18												\$ 59.00	\$ 59.00		
06/12/18												\$ 59.00	\$ 59.00		
06/13/18												\$ 59.00	\$ 59.00		
				06/14/18	10	20	p					\$ 59.00	\$ 59.00		
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING			W.	TOTAL ACTUAL EXPENSE		X. \$ 295.00

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
06/10/18	From personal residence in Austin, TX to Austin Bergstrom International Airport (ABIA) via personal vehicle (outside normal work hours). From ABIA to Portland, ME via commercial airlines to attend the North American Association of State & Provincial Lotteries (NASPL) Directors' Meeting and to attend Multistate Lottery Association (MUSL) meetings. Overnight lodging direct billed to MUSL.	O	11.9
06/11/18	Attended the NASPL Directors' Meetings.		
06/12/18	Attended the NASPL Directors' Meetings.		
06/13/18	Attended the NASPL Directors' Meetings.		

Use additional form or a "CONTINUATION SHEET," if additional space is needed.

### CONTINUATION SHEET

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
06/14/18	<p>Attended MUSL meetings. Mr Grief's return American Airlines (AA) flight had a "maintenance delay" which would have caused a misconnection and prevented him from returning to Austin on 6/14 as necessary for scheduling reasons. There were no other available flight options on AA. As a result, Mr Grief cancelled his return flight on AA and booked a one-way return flight on Southwest Airlines (SW)</p>		
	<p>while at the airport. Mr Grief submitted a refund request from AA for the return flight and a refund of \$217.47 was refunded back to the Texas Lottery's direct billed travel card by AA. Mr Grief's credit card statement is attached to show the cost of the SW flight (\$580.59) for which he is now requesting reimbursement.</p>		
	<p>From Portland, ME to Austin, TX via commercial airlines. From ABIA to personal residence via personal vehicle (outside normal work hours).</p>	O	12.6
	<p>Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained by Google Maps (used Google Maps to show mileage for residence-ABIA-residence because employee's new residence address is not yet available via Mapquest).</p>		



## Schuhmann, Stacy

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**From:** Austin, Casey  
**Sent:** Monday, July 9, 2018 5:01 PM  
**To:** Directors; Office Of The Controller  
**Cc:** Sanchez, Sheila; Simpson, MaryBeth  
**Subject:** Kathy Pyka Out of Office, July 10 - 13th

Kathy Pyka will be out of the office July 10 – 13<sup>th</sup>, 2018. While away from the office, Stacy Schuhmann will have signature authority for the Office of the Controller, including jackpot estimation.

Thanks,  
Casey



# INTEROFFICE MEMO

Gary Grief, Executive Director      Ed Rogers, Acting Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: April 19, 2018

Re: Travel Request

TRAVELER: Gary Grief

DESTINATION: Portland, ME

DATES OF TRAVEL: June 10-14, 2018

MODE OF TRAVEL: Commercial Airline

**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)  
To attend the North American Association of State and Provincial Lotteries (NASPL) Directors' Meeting and Multistate Lottery Association (MUSL) meetings.

**\*ESTIMATED COSTS:**

Mileage:	\$20.00
Lodging and hotel taxes:	Direct bill to MUSL
Meals:	- \$295.00
Airfare:	- \$838.00 (NON Refundable fare)
Incidentals:	\$100.00 (travel agent fee, airport parking; taxi)

**TOTAL: \$1,253.00 -**

\*Travel expenses are reimbursable by MUSL

EMPLOYEE: Gary Grief      DATE: 4-19-18

MANAGER: \_\_\_\_\_      DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_      DATE: \_\_\_\_\_

CONTROLLER: Kaohy Pymay      DATE: 4/19/2018  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: Gary Grief      DATE: 4/19/18  
(signature required for out-of-state travel only)

2018 APR 19 AM 10:33  
OFFICE OF THE  
CONTROLLER

Name and Mailing Address for Payment:

Texas Lottery Commission  
 PO Box 16630  
 Austin, TX 78761-6630

**TRAVEL**

Departure	Return	Destination/Purpose	Flight Total	MUSL	PB		
6/10/2018	6/14/2018	Portland	\$1,293.82	\$646.91	\$646.91		
Mr. Grief's original American Airlines (AA) fit cost \$930.70 (receipt attached). Mr Grief's return AA fit had a "maintenance delay" which would have caused a misconnection and prevented him from returning to Austin on 6/14 as needed. There were no other available AA fit options. As a result, Mr Grief cancelled his AA return fit (refunded \$217.47; see attached AA refund receipt) and booked a one-way return fit on Southwest Airlines (\$580.59; see attached credit card statement) to ensure a return to Austin on 6/14. Mr. Grief is NOT claiming the amount refunded by AA. (\$930.70 minus \$217.47 plus \$580.59=\$1,293.82).							

For per diem M&IE rates see <http://www.gsa.gov>. For U.S. cities not listed, the current M&IE rate is \$39. First & Last day of Travel is limited to 75% of total day.  
 Rate for Portland, ME \$59- Exclude MUSL-provided meals using the following breakdown Brkfst - 18%; Lunch - 28%; Dinner 54%.

**LODGING**

End Date	Lodging Description	Invoice	Less Food	Lodging Net	MUSL	PB		
6/14/2018	MUSL			\$0.00	\$0.00	\$0.00		

**MEALS**

	Brkfst	Lunch	Dinner	Dir's Dinner	Per Diem	MUSL	PB		
6/10/2018	\$7.97	\$12.39	MUSL		\$20.36	\$10.18	\$10.18		
6/11/2018	\$10.62	\$16.52	\$31.86		\$59.00	\$29.50	\$29.50		
6/12/2018	\$10.62	\$16.52	\$31.86		\$59.00	\$29.50	\$29.50		
6/13/2018	\$10.62	\$16.52	MUSL		\$27.14	\$13.57	\$13.57		
6/14/2018	MUSL	MUSL	\$23.90		\$23.90	\$11.95	\$11.95		
					\$0.00	\$0.00	\$0.00		

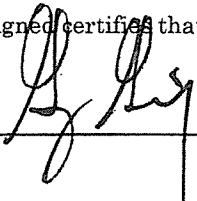
**MISCELLANEOUS**

Date	Explanation	Amount	MUSL	PB		
thru 6/14/18	Travel agent fee	\$11.79	\$5.90	\$5.90		
thru 6/14/18	Airport parking	\$52.50	\$26.25	\$26.25		
thru 6/14/18	Mileage-personal residence/airport/personal residence	\$13.35	\$6.68	\$6.68		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
<b>Totals</b>		\$1,560.86	\$780.43	\$780.43	\$0.00	\$1,560.86

The undersigned certifies that the above expenses are qualified business expenses.

\$1,560.86

Signature



7/9/18

**TRAVEL VOUCHER / FORM**

1. Archive reference number <i>12784</i>	2. Agency number 362	3. Agency name Texas Lottery Commission					4. Current document number <i>11804555</i>
5. Effective date (Agency use)	6. Doc date (First date of travel) 06/26/18	7. Doc agency 362	8. FY 18	9. Document amount \$ 1,274.72			

10. Pay to: Gary N. Grief Austin, TX	<b>PAID</b> PAYMENT # <u>2276100</u> <i>III 19 2018</i>	11. Title Executive Director
		12 Designated headquarters Austin, TX

13. Texas Identification number 70025262448PRI	14. AGENCY USE <b>DIRECT DEPOSIT / WARRANT</b>
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15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009 ✓	225 ✓	5025 ✓	25009 ✓	18 ✓	7111 ✓	\$ 136.00 ✓
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
		<i>8-15-18</i>	00100 Executive				
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7112 ✓	\$ 13.35 ✓
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7114 ✓	\$ 994.00 ✓
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
AGENCY USE							

16. Service date (Last date of travel) 6/29/18	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
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18. DISTRIBUTION							AMOUNT
<b>Expense itemization for in-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car				
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total	Miles @ (Rate set by Legislature)		.545				\$ 0.00
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields							
Hotel Occupancy Tax							
Parking	Description:						
Incidental expenses (Itemize)							
<b>Expense itemization for out-of-state travel:</b>							
Fares, Public transportation	Taxi	136.00 ✓	Air fare	<i>998.37-CBA</i>	Rental car		\$ 136.00 ✓
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total	24.5		Miles @ (Rate set by Legislature)		.545		\$ 13.35 ✓
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields							\$ 994.00 ✓
Parking	Description: Airport parking 10.50 X 4 days ✓						\$ 42.00 ✓
Incidental expenses (Itemize) Travel agent fee (\$19.99) -CBA; Hotel Taxes - \$89.37							\$ 89.37 ✓
<b>TOTAL</b>							\$ 1,274.72 ✓

19. I certify that the expense account shown above is true, correct, and unpaid.			
sign here Claimant <i>[Signature]</i>	Date 7/16/18	sign here Supervisor	Date
20. Claimant name <i>[Signature]</i>	7/17/18	Phone (Area code and number)	21. Agency use
22. Agency Approval sign here <i>[Signature]</i>	Date 7/17/18	Title	Date 7/18/18
Agency Approval sign here <i>[Signature]</i>	Date 7/18/18	Title	Date 7/18/18

1. Doc agency	2. Current document number
362	11804555

TRAVEL VOUCHER / FORM CONTINUATION

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
004	13009	225	5025	25009	18	7115	\$ 131.37
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						
15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER	PMT DUE DATE	AGENCY USE				
	AGENCY USE						

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L.

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
06/26/18	5	00	a								\$ 121.00	\$ 170.00	\$ 291.00	
06/27/18											\$ 121.00	\$ 170.00	\$ 291.00	
06/28/18											\$ 121.00	\$ 170.00	\$ 291.00	
				06/29/18	5	22	p				\$ 121.00		\$ 121.00	
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING		W.	TOTAL ACTUAL EXPENSE		X. \$ 994.00

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
06/26/18	From personal residence in Austin, TX to Austin Bergstrom International Airport (ABIA) via personal vehicle (outside normal work hours). From ABIA to Toronto, Ontario Canada via commercial airline to attend the La Fleur's Innovation Exchange. <u>Taxi from airport to hotel.</u>	O	11.9
06/27/18	Attended the La Fleur's Conference.		
06/28/18	Attended the La Fleur's Conference.		
06/29/18	From Toronto, Ontario Canada to Austin, TX via commercial airlines. From ABIA to personal residence via personal vehicle (outside normal work hours). <u>Taxi from hotel to airport.</u>	O	12.6

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	I	OUT-OF-STATE MILEAGE TOTAL	O	24.5
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**CONTINUATION SHEET**

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
	Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained by Google Maps (used Google Maps to show mileage for residence-ABIA-residence because		
	employee's new residence address is not yet available via Mapquest).		
	Hotel receipt is shown in Canadian currency (CAD). Used .76183031458 for conversion of CAD charges to US Dollar (USD). Conversion determined by dividing actual hotel credit card charge of \$599.37 (USD; see July 9 email showing hotel charge in USD) by hotel charges in CAD. Also, see attached historical exchange rates for CAD to USD .		



# INTEROFFICE MEMO

Gary Grief, Executive Director Ed Rogers, Acting Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: April 19, 2018

Re: Travel Request

TRAVELER: Gary Grief

DESTINATION: Toronto, Canada

DATES OF TRAVEL: June 26-29, 2018

MODE OF TRAVEL: Commercial Airline

### PURPOSE OF TRAVEL & EXPECTED BENEFITS:

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)

To attend La Fleur's Lottery Innovation Exchange and participate in related lottery industry presentations and discussions.

### ESTIMATED COSTS:

Mileage:	\$20.00
Lodging:	*\$592.00 plus taxes (\$249CAD=\$197/night+taxes)
Meals:	\$484.00
Airfare:	\$998.00 (NON Refundable)
Taxi/Shuttle:	\$100.00
Incidentals:	\$100.00 (travel agent fee; airport parking)
Registration Fees:	Waived

TOTAL: \$2,294.00

\*Actual lodging expense and Group Program Exception for room rate

EMPLOYEE: [Signature] DATE: 4-19-18

MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTROLLER: [Signature] DATE: 4/19/2018  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: [Signature] DATE: 4/19/18  
(signature required for out-of-state travel only)

2019 APR 19 AM 10:23  
 OFFICE OF THE  
 CONTROLLER



**TRAVEL VOUCHER / FORM**

1. Archival reference number <b>12956</b>	2. Agency number 362 ✓	3. Agency name Texas Lottery Commission ✓				4. Current document number <b>11900062</b>
5. Effective date (Agency use)		6. Doc date (First date of travel) 08/22/18 -	7. Doc agency 362 ✓	8. FY 18 ✓	9. Document amount ✓ \$ 124.17	

10. Pay to: ✓ Gary N. Grief Austin, TX	<b>PAID</b> PAYMENT # <b>3668756</b> SEP 06 2018	11. Title Executive Director ✓
13. Texas Identification number ✓ 70025262448PRI		12 Designated headquarters Austin, TX ✓
14. AGENCY USE <b>DIRECT DEPOSIT / WARRANT</b>		

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13009 ✓	225 ✓	5025 ✓	25009 ✓	18 ✓	7102 ✓	\$ 0.47
	INVOICE NUMBER		PMT DUE DATE 10/14/18	AGENCY USE 00100 Executive ✓			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13009	225	5025	25009	18	7104 ✓	\$ 88.50
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13009	225	5025	25009	18	7105 ✓	\$ 35.14
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

16. Service date (Last date of travel) 8/23/18	17. Description (Agency use only) All travel conducted for official Texas Lottery business.
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18. DISTRIBUTION							AMOUNT
<b>Expense itemization for in-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car				
Personal car mileage-This amount comes from the totals in Y for In-State Mileage Total				0.87 ✓	Miles @ (Rate set by Legislature)	.545	\$ 0.47 ✓
Meals and / or lodging-This amount comes from the totals in J+K (or L, if applicable) fields							\$ 88.50 ✓
Hotel Occupancy Tax							
Parking	Description:						
Incidental expenses (Itemize) Gas for rental car \$35.14 ✓							\$ 35.14 ✓
<b>Expense itemization for out-of-state travel:</b>							
Fares, Public transportation	Taxi	Air fare	Rental car				
Personal car mileage-This amount comes from the totals in Y for Out-of-State Mileage Total					Miles @ (Rate set by Legislature)	.545	\$ 0.00
Meals and / or lodging-This amount comes from the totals in V+W (or X, if applicable) fields							
Parking	Description:						
Incidental expenses (Itemize)							
<b>TOTAL</b>							<b>\$ 124.11</b> ✓

19. I certify that the expense account shown above is true, correct, and unpaid.							
sign here	Claimant <i>[Signature]</i>	Date 9/4/18	sign here	Supervisor <i>[Signature]</i>	Date		
20. Contact name <i>[Signature]</i> 9/4/18				Phone (Area code and number)		21. Agency use	
22. Agency Approval sign here <i>[Signature]</i>				Title		Date 9/4/18	
Agency Approval sign here <i>[Signature]</i>				Title		Date 9/4/2018	

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
A. Leave Headquarters				B. Arrive Headquarters				C. Meals non-overnight not to exceed \$36	D. Meals not to exceed Maximum Rate	E. Lodging not to exceed Maximum Rate	F. TOTAL	G. Meals	H. Lodging	I. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
08/22/18	12	30	p								\$ 59.00	✓	\$ 59.00	
				08/23/18	5	40	p				\$ 29.50	✓	\$ 29.50	
TOTAL MEALS NON OVERNIGHT								J.	TOTAL MEALS & LODGING		K.	TOTAL ACTUAL EXPENSE		L. \$ 88.50 ✓

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
M. Leave Headquarters				N. Arrive Headquarters				O. Meals non-overnight not to exceed \$36	P. Meals not to exceed Maximum Rate	Q. Lodging not to exceed Maximum Rate	R. TOTAL	S. Meals	T. Lodging	U. TOTAL
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								V.	TOTAL MEALS & LODGING		W.	TOTAL ACTUAL EXPENSE		X.

DATE	Y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	TYPE (I or O)	MILEAGE POINT TO POINT*
08/22/18	Courtesy ride provided to Mr. Grief from Lottery headquarters to Enterprise Rental Car agency. From Austin, TX to Frisco, TX via rental car to attend a Dallas Cowboys scratch ticket press conference. (No lodging claim for overnight stay). ✓		
08/23/18	Attended the Dallas Cowboys scratch ticket press conference. From Frisco, TX to Austin, TX via rental car. Returned rental car to Enterprise Rental Car agency. Family member provided transportation for Mr. Grief from Enterprise Rental Car agency to Lottery headquarters (outside normal work hours). ✓	I	.87
	Employee work hours: M-F, 8a-5p; CBA-Central Billing Account. All of the above travel was official Lottery business related to regulation as mandated by the Texas Lottery Commission. Mileage obtained from Mapquest. ✓		

\* Show point-to-point breakdown, including intra-city mileage claims

IN-STATE MILEAGE TOTAL	I	0.87	OUT-OF-STATE MILEAGE TOTAL	O	
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# INTEROFFICE MEMO

Gary Grief, Executive Director    Michael P. Farrell, Charitable Bingo Operations Director

To: Travel Coordinator

From: Gary Grief

Date: August 17, 2018

Re: Travel Request

TRAVELER: Gary Grief

DESTINATION: Frisco, TX

DATES OF TRAVEL: August 22-23, 2018

MODE OF TRAVEL: Rental Car

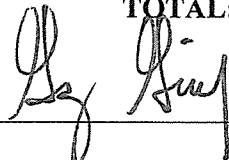
**PURPOSE OF TRAVEL & EXPECTED BENEFITS:**

(Note: Do not use acronyms or initials, purpose should clearly denote benefit to agency)

To attend a news conference with Dallas Cowboys representatives regarding the Dallas Cowboys scratch-off game.

**ESTIMATED COSTS:**

Mileage:	\$
Lodging and hotel taxes:	\$
Meals:	\$118.00
Transportation (rent car):	\$80.90
Incidentals:	\$45.00 (rental car gas)
<b>TOTAL:</b>	<b>\$243.90</b>

EMPLOYEE:       DATE: 8-20-18

MANAGER: \_\_\_\_\_      DATE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_      DATE: \_\_\_\_\_

CONTROLLER: \_\_\_\_\_      DATE: \_\_\_\_\_  
(signature required for out-of-state travel only)

EXECUTIVE DIRECTOR: \_\_\_\_\_      DATE: \_\_\_\_\_  
(signature required for out-of-state travel only)

Transportation Cost Comparison Sheet  
(effective Jan 1, 2017)

Personally Owned Vehicle (POV) versus Rental Car and/or Airfare

Dates of Travel: August 22-23, 2018

Headquarters: 611 E 6<sup>th</sup> St / Austin, TX Duty Point(s): One Cowboys Way/Frisco, TX

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**Transportation Cost via POV:**

Number of miles traveled via POV: 436 @ \$.545 per mile = \$ 237.62

Total cost for traveling via POV: \$ 237.62

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**Transportation Cost via Rental Car:**

Rental Car @ \$39.00 per day for 2 days = \$ 78.00; plus TX Reimbursement Tax @ \$1.45 per day = \$ 2.90. Total estimated cost of Rental Car \$ 80.90

Number of miles traveled in rental car: 436 divided by 22 miles per gallon = 19.82 gallons of gas; multiplied by \$2.25 per gallon = \$ 44.60

Total estimated cost of gas for Rental Car \$ 44.60

Total cost for traveling via rental car: \$ 125.50 ✓

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**Transportation Cost via Commercial Airlines:**

Airfare Base Cost: \$ \_\_\_\_\_

Parking POV @ Airport @ \$11.00 for \_\_\_\_\_ days = \$ \_\_\_\_\_

Total cost for traveling via commercial airlines: \$ \_\_\_\_\_

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Total Cost for using POV: \$ 237.62

Versus Total Cost of using Rental Car: \$ 125.50; plus Airfare: \$ \_\_\_\_\_

Total Cost Savings to State for traveling via rental car in lieu of POV and/or airfare:  
\$ 112.12

Note: If the total cost difference to use their personal vehicle is less than 10% or \$25.00 than the use of public transportation the decision regarding use of personal vehicle may be left to the discretion of the Division Director.

Exception:

Division Director Approval: