TEXAS A&M AGRILIFE EXTENSION

D-360

MONTHLY SCHEDULE OF TRAVEL

NAME: Your Name TITLE: CEA-ANR

COUNTY: Willacy County MONTH: January, 19XX

Date	Location and BRIEF scope/description of official travel	Miles Traveled	Meals	Lodging
1/2/XX	Raymondville. USDA Service Center for meeting	7		
	San Perlita. Check on gardens at school	30		
1/3/XX	Weslaco. Meeting with Extension Entomologist	65		
1/4/XX	Raymondville/Lyford Area. Farm visits at X Farm, Y Farm, Z farm	92		
1/5/XX	Raymondville area. Distribute flyers are area businesses	22		
1/8/XX	Chamber of Commerce. Pick up brochures	6		
1/9/XX	ABC Ranch on Field Demonstration planning.	32		
1/12/XX	College Station. AgriLife Conference.	455		

NOTE:
Mileage reports submitted to the county may be used in lieu of this report. Submit this report along with D-843, Commissioners Court Report, to all court members on a monthly basis. Agents who receive a travel allowance must also complete and submit this report.

This is an "information report." Exact mileage and odometer readings not required as this report is for general information purposes only so that court members can know where you traveled during the month and for what purpose.

Add pages as needed.

TOTAL

Other expenses in field (list) _____

I hereby certify this is a true and correct report of travel (mileage) and other expenses incurred by me in performance of my official duties for the month shown.

Name: _____ Date: _____