

1ST JUDICIAL DISTRICT ATTORNEY'S OFFICE

TRAVEL VOUCHER

Date submitted: 4-13-20

Employee name: Terry Masten

Name and Location of Out of Town Training/School Event:

San Antonio, TX

LPR Corant School

VENDOR	03545
RECEIVED	4/14/20
FOR	
CODE	1000045200
AMOUNT	\$180

Training/School Start Date: 4-7-2020

Training/School End Date: 4-9-2020

Mileage to and from Training/School: Rode w/ Jonathan Sawell

Total Meals Per Diem Days 3 x \$60 = \$180.00

Employee Signature: Terry Masten

District Attorney Signature: Paul D. Rubin

San Augustine County Travel per Diem Meal Voucher

Date Submitted: April 22nd, 2026

Employee Name: Makenzie Banks

Name and Location of Out of Town Training / School Event:

Athens, TX – Spring Faculty Planning Contest, mandatory for all agents, and presenting LTLT poster.

Training / School Start Date: May 13th 2026

Training / School End Date: May 14th 2026

Total per Diem Days: 2 X \$60 = \$120.00

Employee Signature *Makenzie Banks*

Supervisor Signature* _____

VENDOR	03560
RECEIVED	4/23/26
FOR	
CODE	1046752190
AMOUNT	\$120

*Supervisor signature is NOT required for Elected Official or Department Head

Please submit per diem meal vouchers to County Treasurer’s Office at least two weeks prior to the date of departure.

All vouchers will be submitted to Commissioners Court for approval. Per Diem meal checks must be picked up at the County Treasurer’s officer prior to the date of travel.

NOTE:

County credit cards should not be used for meals except in cases of a travel emergency.

(Note – charges made to county credit card for full day travel per diem meals must be reimbursed by the employee, or deducted from the employee’s trip voucher.)

Judge Signature:  _____

Per Diem approved in Commissioners Court on: _____