

SAM—TRAVEL

TRAVEL EXPENSE CLAIM (TEC), STD. 262
(Revised 9/07)

0780

Appendix A-1 contains preparation instructions for this form. Use TEC to claim travel and transportation expenses.

DPA Rules 599.638 and 599.638.1 require that TECs contain a brief statement of purpose for each trip. Enter this statement (one line if possible) on the line immediately below the last entry for each trip. If two or more trips are made for the same purpose and one TEC is used, one statement is sufficient for the trips.