TRAVEL & EXPENSE REIMBURSEMENT FORM

Employee Number:					Read policy here
Employee Name:		**Dept:**		**Date From**	**Date To**

Submit expense reports monthly. Internal Revenue Service requires receipts be attached for meals, lodging and public transportation

Date	Destination/Purpose	Project Code	Private Mileage	Lodging	Breakfast	Lunch	Dinner	Public Transportation	Tips	Misc.
	TOTALS:		0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total miles X .60 = mileage expense		$0.00					**Total Expenses**		$0.00
								Advance $$	=	

Reimbursement Limits Effective 1/1/2022

Breakfast	$13
Lunch	$15
Dinner	$26

I HEREBY CERTIFY THAT I HAVE INCURRED ALL THE EXPENSES ABOVE ON BEHALF OF THE COUNTY AND THAT THEY ARE DIRECTLY RELATED TO AND/OR ASSOCIATED WITH THE ACTIVE CONDUCT OF THE COUNTY'S BUSINESS.

EMPLOYEE SIGNATURE DATE

APPROVED BY DATE

Due County	=	$0.00
Due Employee	=	

Budget Code	Amount
Budget Total	$0.00

*NOTE: Receipts are required for travel expenses including meals, lodging and conference registration fees. Receipts are not required for bridge, ferry and parking charges under $5.00. Where meal reimbursement is requested in excess of established rates, proper documentation must be provided. Receipts are always required for non travel expenses.