

UPSHUR COUNTY, TEXAS

MISCELLANEOUS EXPENSE REIMBURSEMENT FORM

NOTE: This form must be completed in detail and submitted to the County Auditor to claim reimbursement for miscellaneous expenses.

DATE OF REQUEST: _____

DEPARTMENT: _____

PERSON SUBMITTING REQUEST: _____

Explanation of Miscellaneous Expense: Attach supporting documentation.

Make Check Payable to: _____

Amount to be reimbursed: \$ _____

Signature of Employee Department Head Approval Signature Date

Charge to Account Number: _____