TRAVEL EXPENSE FORMS

There are three (3) Travel Expense Forms to be used to report travel expenses for official county business or educational travel:

If an official or employee desires to receive advance funding prior to beginning official county business or educational travel, they shall submit the Travel Advance Form to receive such advance and must also, upon return to the county, submit Travel Expense Form which may result in additional reimbursement. Regardless of whether an additional reimbursement is generated all officials or employees who submit an Advance Travel Form must submit a completed Travel Expense Form to the County Auditor within five (5) business days of their return to the county. Any official or employee who fails to timely submit a Travel Expense Form after an advance is made shall become ineligible to receive advance reimbursement in the future until the employee has submitted the completed form, to the County Auditor, for any travel which the employee received the advanced funding and has not previously submitted a completed Travel Expense Form

If an official or employee does not desire advance reimbursement then they shall file the Travel Expense Form with the County Auditor upon their return to the county and reimbursement as supported by that form and attached receipts shall be timely made by the county.

The Local Transportation Expense Reimbursement Form must be used when requesting reimbursement for miles driven in the county in a vehicle not owned by the county.

Samples of the travel expense forms follow on the next three pages:

UPSHUR COUNTY, TEXAS

LOCAL TRANSPORTATION EXPENSE REIMBURSEMENT FORM

NOTE: This form must be completed in detail and submitted to the County Auditor to claim reimbursement for use of personal auto for official local county business travel. Reimbursement will be at the current state rate.

DATE OF REQUEST:_____

DEPARTMENT:_____

PERSON SUBMITTING REQUEST:_____

DATE	ODOMETER READING FROM	TO	TOTAL MILES	DESCRIPTION OF COUNTY TRAVEL

TOTAL MILES THIS REPORT-------- _____
LESS: PERSONAL MILES---------- _____
TOTAL COUNTY MILES---------- _____ x ____¢ =$_____ Req. Amount

"I hereby swear that the above is a true and correct statement of use of my personal auto for official local county business travel and request reimbursement for the same."

_____ _____
Dept. Head Approval Signature of Person Making Report

CHARGE TO ACCOUNT NUMBER:_____

(Revised 12-30-10)

UPSHUR COUNTY, TEXAS (Revised 12-30-10)
TRAVEL EXPENSE FORM

NAME OF PERSON SUBMITTING REPORT: _____
NAME OF DEPARTMENT: _____
DESTINATION: _____DEPARTURE DATE: _____RETURN DATE: _____

MEALS: You may claim reimbursement for meals at the approved Upshur County per diem rate so long as no per diem advance was received. If no advance was received but you are requesting reimbursement for meals, please attach a copy of the seminar or conference agenda to this form.

DATE	DAILY TOTAL
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL (M&IE): $_____

LODGING: Actual expenses for lodging will be paid. Receipts must be attached for reimbursement to be paid.
DATES: FROM:_____ TO:_____
RATE PER DAY:_____ TOTAL LODGING: $_____

TRAVEL AND TRANSPORTATION (reporting mileage, attach mapquest)
**Airline, Bus, Train (Attach Travel Ticket Invoice)---- $_____
**Personal Auto _____Miles @ ___ cents Per Mile
(Shortest Route)---------- $_____
**Other Travel or Transportation Expense (Attach
Receipts)---------- $_____

TOTAL TRAVEL & TRANSPORTATION: $_____

OTHER EXPENSES
**Conference Registration (Attach Receipt and Copy
of Conference Program)----------
TOTAL OTHER EXPENSES: $_____

TOTAL THIS TRAVEL EXPENSE FORM $_____
DEDUCT TRAVEL ADVANCE FORM $_____
PAYABLE TO:_____-OR- DUE TO COUNTY $_____

CERTIFICATION BY EMPLOYEE: "I certify that the Expenses as shown on this form are true and correct statements of expenses incurred by me while traveling on official county business."

_____
Signature of Employee Date

CERTIFICATION OF ELECTED OFFICIAL OR DEPARTMENT HEAD; "I certify that the above named employee received proper authorization for official county travel. I have examined the request for reimbursement and recommend the same for payment."

_____
Signature of Official Date

CHARGE TO ACCOUNT NO:_____

Upshur County, Texas	Travel Advance Form

(Revised 12-30-10)

Person Submitting Request:_____

Department: _____ **Purpose of Travel:** _____

Note: In order to receive an advance on travel expenses, this form must be completed along with a copy of the seminar or conference agenda, mapquest if applicable and received by the Auditor's/Treasurer's Office prior to the 10th or the 25th of each month to be paid by the next A/P check cycle. Upon return to the County, Travel Expense Form MUST be completed and submitted to the County Auditor along with a receipt from the County Treasurer for any refund due the County or added expense receipts incurred. REMEMBER TO ATTACH SUPPORTING DOCUMENTATION.

Actual Lodging **Charge to Acct No.**_____

Date(s) **Lodging (attach hotel receipt)**

_____

_____

_____

Make Check Payable To:_____ **Total Due:** **$**_____

Meal & Incidental Expense (M&IE) Per Diem **Charge to Acct No.**_____

Date(s) **M&IE Per Diem By Location**

_____ _____

_____ _____

_____ _____

_____ _____

Make Check Payable To:_____ **Total Due:** **$**_____

Estimated Travel and Transportation **Charge to Acct No.**_____
(reporting mileage, attach mapquest)

Airline, Bus, Train _____

Personal Auto_____**Miles @ state rate per mile** _____

Make Check Payable To:_____ **Total Due:** **$**_____

Estimated Other Expense **Charge to Acct No.**_____

Conference Registration Expense (Attach Supporting Information) **$**_____
Other Expense (Explain In Detail) **$**_____

Make Check Payable To:_____ **Total Due:** **$**_____

Statement of Elected Official or Department Head
"The above named employee is hereby authorized to submit this Travel Advance Form for the purpose stated hereon."

_____

Signature of Official or Department Head **Signature of Employee requesting advance** **Date**