

COUNTY CREDIT CARD - EXPENSE REPORT

Daily Limit \$60 with Itemized Receipts

ERATH COUNTY, TEXAS

(Must be received by Auditor's Office no later than 5 days from the date of travel.)

Name:

Dates of Travel:

Purpose:

Last Four of County Credit Card:

Location:

Traveled in Personal Vehicle:   YES   NO

FOR AUDITOR'S  
OFFICE USE ONLY

DATE	DESCRIPTION	MEALS	FUEL	LODGING	OTHER	ITEMIZED RECEIPT INCLUDED	LINE ITEM #

Subtotals

TOTAL

I hereby certify that this is a true and correct report of travel and other expenses incurred by me and paid for with a county credit card. All expenses listed are required in the performance of my official duties for Erath County and follow the Erath County credit card and travel policy. **Attached are copies of meeting registration/agenda, attendance certificates, (at least one of these items must be attached if claiming per diem for meals) and/or itemized receipts.**

Signature:

Title:

Office Holder Approval: