REIMBURSEMENT OF PERSONAL FUNDS - 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 tr							s from the date of travel.)
Name:		Dates of Travel:				_	
Purpose:							
Location:						Mileage Rate	Mileage Expense
	Traveled in Personal Vehicle:YESNO	If YES,	Total # Miles Claimed:		_	\$0.70	
				ITEN 11750	FOR AUDITOR'S OFFICE USE ONLY		
DATE	DESCRIPTION	MEALS	OTHER	ITEMIZED RECEIPT INCLUDED	LINE ITEM#	REIMBURSABLE AMOUNT	NON-REIMBURSABLE AMOUNT
	Subtotals	TOTAL				TOTAL REIMBURSABLE	TOTAL NON- REIMBURSABLE
I hereby certify that this is a true and correct report of travel and other expenses incurred by me and paid for with <u>personal funds</u> . 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: Tit							
Office Holder Approval:							