REIMBURSEMENT OF PERSONAL FUNDS - EXPENSE REPORT

ERATH COUNTY, TEXAS

Daily Limit $60 with Itemized Receipts

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

Name: _____ **Dates of Travel:** _____

Purpose: _____

Location: _____

Traveled in Personal Vehicle: _____ **If YES, Total # Miles Claimed:** _____

Mileage Rate	Mileage Expense
$0.73	

DATE	DESCRIPTION	MEALS	OTHER	ITEMIZED RECEIPT INCLUDED	FOR AUDITOR'S OFFICE USE ONLY: 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 ***personal funds***. 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: _____