

County of Richmond, North Carolina  
 Travel Reimbursement Request and Expense Report  
 Complete and Submit to Finance Within ( 5 ) Working Days After Travel

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Department: \_\_\_\_\_ Budget Acct: \_\_\_\_\_

Explanation of Expenses: \_\_\_\_\_

Dates Traveled (From): \_\_\_\_\_ (To): \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Dates Traveled	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Totals
Fares, Air, Bus, Ect (To/From Dest)								
Lodgings								
Breakfast (Max \$7.00)								
Lunch (Max \$11.00)								
Dinner (Max \$23.00)								
Transport @ Destination (Taxi, Bus, Rental)								
Registration and/or Conference Fees								
Telephone/Telegraph								
Other Expenses Please Explain								

Personal Auto

\*Meal maximum includes tip.(20%)

Current Mileage Reimbursement  
\$0.5750 / mile

Date	From (Location)	To (Location)	Begin	End	Mileage Claimed	
Total Amount						

Unspent advancement and **Original Detailed Receipts** must be turned in to Finance within (5) business days of return. If not, the amount unaccounted for will be deducted from employee's next paycheck.

Total Expense \$ \_\_\_\_\_

Less Prepaid \$ \_\_\_\_\_

Over Allowed Amts \$ \_\_\_\_\_

Balance Due Employee/County \$ \_\_\_\_\_

**Original Receipts Are Required**

Provisions for the payment of the moneys to fall due under this agreement has been made by appropriations duly made or by bonds or notes duly authorized as required by the "Local Government Finance ACT."

I hereby certify that the foregoing expenses were incurred in the conduct of county business.

\_\_\_\_\_  
Employee Date

Appropriation Available

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Finance Officer Date