Travel Policy - Exhibit A

ALEXANDER COUNTY

TRIP SHEET

Revised 1/1/24

				County	Meal Reimbursement			Other		
		Total	Reimb.	Vehicle	Breakfast	Lunch	Dinner		Travel	
Date	Destination & Purpose	Mileage	at \$0.67	Expense	Max \$8	Max \$12	Max \$25	Lodging	Expense	Totals

Employee Signature

Department Head Signature

Date

Date

Total Expenses	
Less Travel Advance	
Total Reimbursement to Employee	
Total Refund to County	

Allocation of Employee Reimbursement to Budget Line Items:

Travel Acct # (Org & Object)

Training Acct # (Org & Object)

Amount

Amount

Name:

Vendor Number:

Department: